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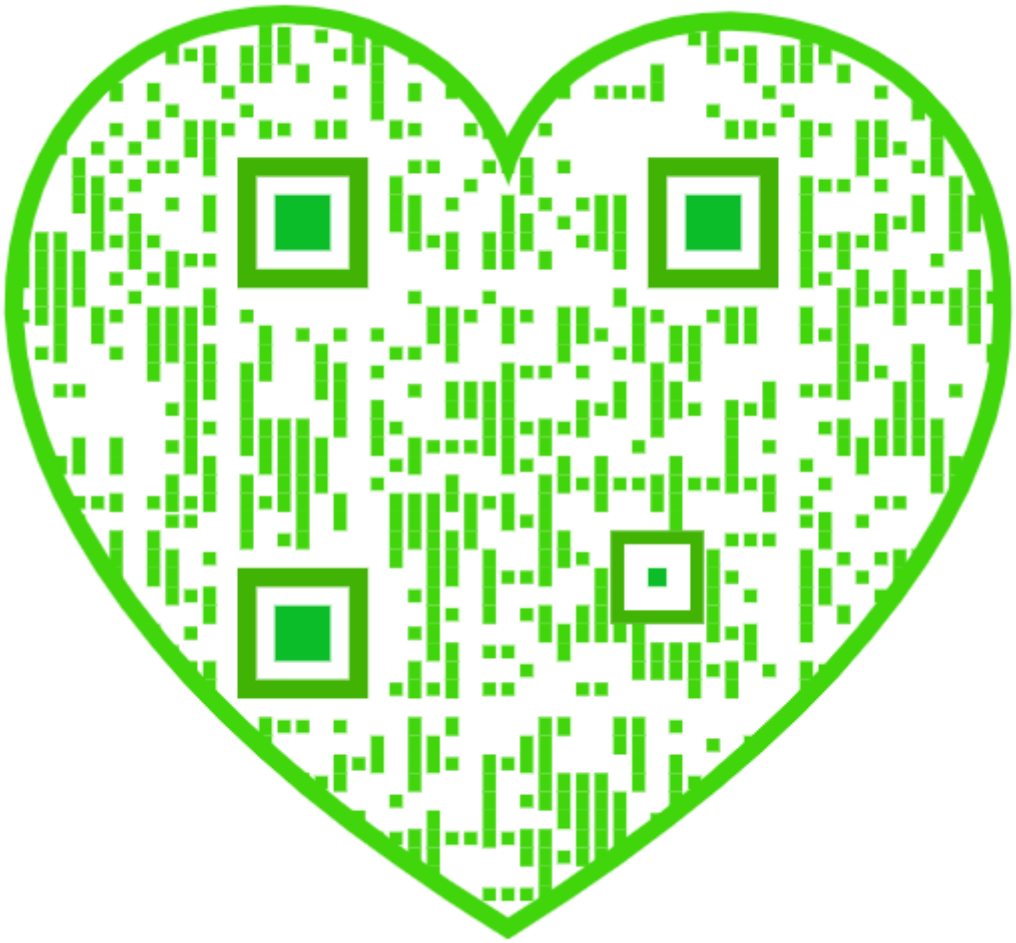
TEXT-BOOK OF GILBERT'S PHONOGRAPHY



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TEXT-BOOK

OF

GILBERT'S PHONOGRAPHY.

BY JUSTIN GILBERT,

OFFICIAL REPORTER.

AUTHOR OF

"VOWELS FOR REPORTING STYLE OF PHONOGRAPHY."

A SYSTEM OF SHORTHAND

AFFORDING VOWEL REPRESENTATION BY MEANS OF THE LENGTH OF CONSONANT OUTLINES, AS WELL AS BY MEANS OF POSITION AND OF DISJOINED DOTS AND DASHES AS USED IN SYSTEMS HERETOFORE DEVISED.

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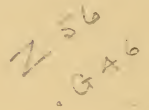

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PREFACE.

The aim of authors of Phonography, until recently, has been to perfect a system which would "answer all the purposes for which longhand is employed," and "secure, for reporting purposes, ample speed of writing, without illegibility."

The world's demand for a rapid, easy and legible mode of writing for general use has been met by the typewriting machine instead of by shorthand; and the only object which should be sought at the present time by the construction of a system of shorthand is that of securing ample brevity and legibility for reporting purposes.

In the systems of Phonography now in general use, one entire class of the elementary sounds of the language, the vowels, is assigned to disjoined dots and dashes, which, in correspondence, are to be written after the consonant strokes are finished, and, in reporting, almost entirely omitted, as one of the means of obtaining sufficient brevity. Thus, in reporting, by these systems, but a partial representation of sounds is possible to be made, and the omission of sounds renders it impossible to obtain a proper degree of legibility. This is the result of the twofold object in the construction of these systems.

A system of shorthand securing ample speed of writing for reporting purposes is incompatible with a system affording simplicity sufficient for general use in correspondence, and the systems of Phonography now in general use, being devised originally for the two purposes, are but partially adequate for either.

When it was manifest that Phonography, as constructed, would fail to answer both purposes, many phonographers set about to construct it upon the basis of the needs of the practicing stenographer entirely. To remedy the defect caused by the omission of the vowels, they provided connective vowel-strokes, so that all sounds might be written in their order, without lifting the pen. These connective vowel-signs did not improve Phonography, but heightened the difficulty of reporting, because (1) all available strokes had already been devoted to consonant representation, and the change of certain strokes from consonant to vowel representation reduced the material

available for brief writing; (2) the outlines occasioned by the connected vowel-signs were so long that enormous contractions were necessary to be made to obtain sufficient brevity for reporting; and (3) the difference in appearance between the full outlines of words and abbreviated outlines was so great that it was very difficult to become familiar with both so that either could be quickly written or read, at pleasure, in actual work.

The system of VOWELS FOR REPORTING STYLE OF PHONOGRAPHY, or GILBERT'S PHONOGRAPHY, was then devised, which *combines consonant and vowel representation in the same strokes, according full vowel, as well as consonant, representation to Phonography, without detracting from brevity*, as will be seen by a comparison. This system is constructed in every particular with an eye *solely to the needs of the stenographer*, and with it he can write all the sounds of language at once as they fall upon his ear, by the briefest forms that can be devised. It is not only unnecessary by this system to omit the vowels in reporting, but impossible to do so, the same strokes representing both consonants and vowels. The additional significance thus given the simple pen-strokes, which formerly represented the consonants only, immeasurably increases the facilities for rapid writing, and renders possible a degree of exactitude in reporting which was impossible before.

The details of the system of Gilbert's Phonography are more systematically arranged and easy of acquisition than those of any other system. The author has received much valuable aid from brother stenographers in both devising the new features introduced in Phonography by this system and arranging the details of the system; and it is owing to this help that it has reached so high a degree of perfection. The system is but the *natural development of Phonography*, and so closely resembles the older systems as to be comparatively easy of acquisition by writers who desire to secure the advantages of its superior legibility.

Each principle is fully explained, and amply illustrated by exercises, so that this book will be a complete guide for self-instruction, and convenient for use in teaching.

It is a demonstrable and demonstrated fact that this system presents the highest development of shorthand in *brevity, simplicity, facility and legibility.*

THE AUTHOR.

GILBERT'S PHONOGRAPHY.

CHAPTER I.—INTRODUCTORY.

Phonography, in the broadest sense, is the art of expressing the sounds of a language. As generally understood, it is a system of shorthand which represents language by its elementary sounds.

In Phonography a letter or character is provided for each elementary sound of language, and words are expressed by phonetic orthography. In the common orthography, different letters and combinations of letters are often used to represent one elementary sound; in Phonography each letter is used exclusively to represent one particular elementary sound. For instance, the sound of *o* is written in the same manner when represented by *ough*, as in *though*, as when represented by *ow*, as in *low*, and the sound of *k* is written in the same manner when represented by *c*, as in *can*, and *x*, as in *except*, as when represented by *k*, as in *king*. In Phonography the letters to be used in any word are invariably indicated by the elementary sounds of the word.

The elementary sounds of a word may be ascertained by pronouncing it very slowly. Pronunciation is but the rapid utterance of elementary sounds, and, upon a very slow pronunciation, the different elementary sounds are easily distinguished

Letters are classed as consonants and vowels. In the English language there are twenty-four consonant sounds and sixteen vowel sounds.* These consonant sounds are represented in the common orthography by the letters *b*, *c*, *d*, *f*, *g*, *h*, *j*, *k*, *l*, *m*, *n*, *p*, *q*, *r*, *s*, *t*, *v*, *w*, *x*, *y*, *z*, or by combinations of letters, and the vowel sounds by

*There are certain vowel sounds which undergo slight modifications when connected with certain consonants, virtually increasing the number of vowel sounds, but, for the purposes of shorthand, it is entirely unnecessary to provide distinct signs for such modifications.

the letters *a*, *e*, *i*, *o*, *u*, and sometimes *w* and *y*, and by combinations of letters.

In Phonography each consonant sound is denoted by a distinct sign, a simple pen-stroke. To secure brevity, the vowel sounds are indicated by different lengths and positions given the consonant signs, and, sometimes, by dots and dashes placed beside consonant signs.

The following diagrams show the source from which the consonant stems are derived. As will be seen, there are twelve elementary signs available. By shading them, twenty-four simple pen-strokes are secured. These strokes are used to represent the twenty-four consonant sounds of the English language. They are assigned to the different consonant sounds in accordance with the laws of analogy, the corresponding light and heavy strokes representing concurrent consonant sounds.

METHOD OF STUDY.

The learner should provide himself with a pen, medium or fine pointed, flexible enough to make a shaded stroke without laborious pressure, and ruled paper of a good quality. If desired, a pencil may be used, the student alternating his practice with pen and pencil. A good gold fountain pen, however, is the best and most convenient.

Every exercise should be written and re-written until all the principles illustrated are thoroughly impressed upon the memory and muscles. Speed in shorthand cannot be attained without much and continued exercise of the hand and arm in the careful formation of the outlines of words, as well as of the mind in recalling the principles and forms to be used. Thus, time spent in writing and reading the exercises of this book, even after the student understands all the principles perfectly, is only time spent in acquiring speed in writing, which time must be similarly spent, in any event, before speed can be attained. The student should read all the shorthand he writes. Proficiency is attained quickest by keeping advancement in reading parallel with advancement in writing. He should write characters as nearly the size of the engraved copy as possible.

CHAPTER II.—PHONOGRAPHIC ALFABET.

§ 1. TABLE OF CONSONANTS.

SIGN.		POWER.	USUAL NAME.
	p	*p*ay, sto*pp*ed	Pe.
	b	*b*e, e*bb*	Be.
	t	*t*o, hope*d*	Te.
	d	*d*ay, signe*d*	De.
	ch	whi*ch*, *ch*urch	Chay.
	j	*g*em, *j*ust	Jay.
	k	*c*ome, *k*ill,	Kay.
	g	leag*ue*, *g*et	Gay.
	f	*ph*rase, o*ff*, tou*gh*	Ef.
	v	o*f*, ha*ve*	Ve.
	th	*th*ink, wra*th*	Ith.
	dh	*th*e, loa*the*	Dhe (pron. *the*)
	s	i*c*e, *s*et, mes*s*	Es.
	z	i*s*, *z*one	Ze.
	sh	*s*ure, pu*sh*, *sh*ut	Ish.
	zh	measure, vi*s*ion	Zhe.
	l	wi*ll*, *l*et	El.
	r	*r*un, fa*r*	Ar,
	m	*m*e, co*mb*	Em.
	n	*kn*ow, *n*ot	En.
	ng	thi*ng*, li*ng*er	Ing.
	w	*w*ent, one,	Way.
	y	*y*et, *eu*chre	Yay.
	h	*h*e, *wh*o	Hay.
	r	*r*un, fa*r*	Ray.

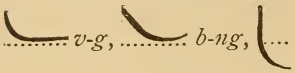
MANNER OF JOINING CONSONANTS.

§ 2. When two or more consonant strokes are joined, the second is commenced where the first ends, and so on, whether an angle occurs at the place of junction or not.

§ 3. A heavy straight consonant joining a light consonant without an angle is gradually tapered toward the light; thus,

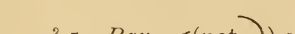
etc.

§ 4. A heavy curved consonant joining a heavy consonant without an angle, is continued heavy to the place of junction; thus,

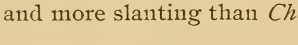


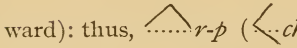
etc.

DIRECTION OF WRITING CONSONANTS.

§ 5. *Ray* (not) and *Hay* must always be written upward, and more slanting than *Chay* (which must always be written downward): thus, 

etc.

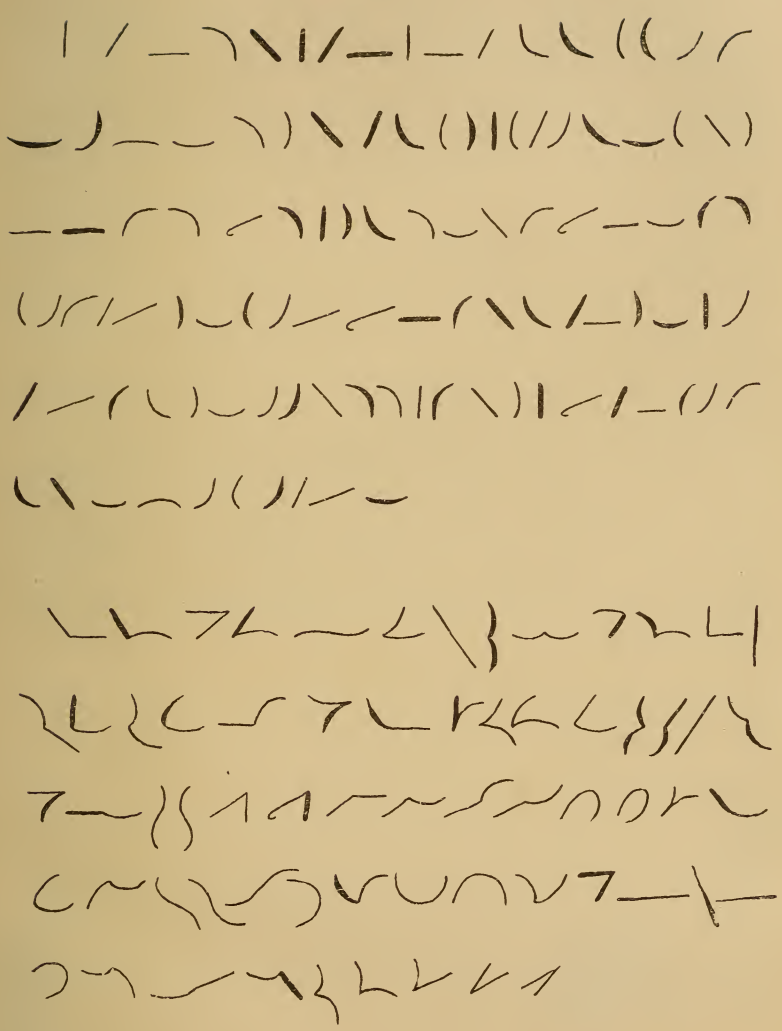
§ 6. *Ish* and *El* may be written either upward or downward according to convenience; thus, 



etc.

§ 7. All other slanting and perpendicular consonants must always be written downward, and all horizontal consonants from left to right; thus:

READING EXERCISE.



WRITING EXERCISE.

P t ch k r p b d j g t k ch f v th dh sh l ng zh m n r s b j v th z d dh ch sh v ng th p k g l r b f h dh s m w d z v r n p j z th g l h g n b ch w dh p d sh th k z zh y n r ng b t th s r p zh d l j z th b t ch s r p zh v l j th l g z m d s h f b k n w ch d n dh t zh ng n l y r d s h g y b v j g z ng t th n ch k m g l w d sh dh s j r y f s ng n sh zh p w r t y p s d f g h j k l z v b n m sh th dh zh ch ng.

p-k p-m k-ch p-g j-m m-n sh-n p-p z-z n-n m-j w-m t-k t-m r-p d-n s-f y-n d-m k-l n-y v-k t-l sh-r l-m y-m sh-n dh-y k-zh j-j f-v k-y g-n v-f th-l s-th z-th r-t h-t n-m l-s l-sh sh-l t-n b-ng p-n l-n f-r r-sh v-l l-r f-sh r-sh g-j j-k g-k b-p d-t k-k k-g m-sh n-r s-r

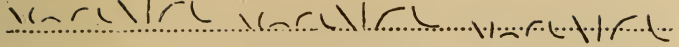
VOWELS.

§ 8. In actual reporting, dots and dashes cannot be used to denote vowels, except in rare instances, because too much time would be consumed in writing them. The reporter must depend on the consonant outlines in writing or reading his notes. The consonant outlines are therefore varied in length and position in order to accurately imply the vowels. Three lengths of consonant signs are used, and three positions. The following illustrate the proper lengths that characters should be written:

First lengths. Second lengths. Third lengths.

The following are the rules for the positions:

§ 9. *First* and *second lengths* are included in the same rule, as follows: Perpendicular and slanting strokes rest a short distance above the line for *first position*, rest on the line for *second position*, and are struck through the line for *third position*. Horizontal strokes are written the height of a second length *t* above the line for *first position*, resting upon the line for *second position*, and beneath the line for *third position*. Thus,



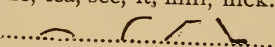
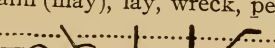
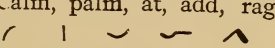
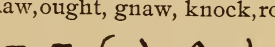
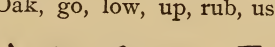
First position. Second position. Third position.

§ 10. *Third lengths* are written as follows: Perpendicular and slanting strokes rest on the line for *first position*, and are struck through the line for *second position*. Horizontal strokes are written the height of a second length *t* above the line for *first position*, and resting upon the line for *second position*. There is no third position for third lengths.

First position. Second position.

§ 11. Where two or more strokes are used for one syllable, the vowel is invaribly indicated by the first stroke; the stroke or strokes not implying a vowel are written short (*first length*). When the second stroke of a word contains an obscure vowel, it is usually written *first length*.

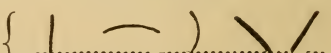
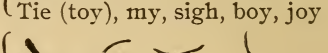
§ 12. TABLE OF VOWELS.

VOWELS.	MANNER OF INDICATION.	EXAMPLES.
ē and ĭ	Second length, first position	Me, lea, see, it, mill, nick.
ā and ĕ	" " second position	 aim (may), lay, wreck, peg.
ah and ă	" " third position	 Calm, palm, at, add, rag.
aw and ŏ	First length, first position	 law, ought, gnaw, knock, rob
ō and ŭ	" " second position	 Oak, go, low, up, rub, us.
ōō and ŏŏ	" " third position	 Ooze, rood, pull, book, look.

REMARK 1. The vowels which are denoted alike are concurrent. They are the long and short sounds of one vowel, and not liable to clash with each other.

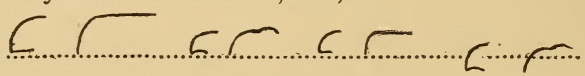
REMARK 2. The sound of *a* as in *ask* and as in *arm* is treated the same as *ah;* the sound of *o* as in *oft* is treated the same as *aw;* the sound of *e* as in *her* is treated the same as *ŭ*.

§ 13. TABLE OF DIFTHONGS.

VOWELS.	MANNER OF INDICATION.	EXAMPLES.
ī and oi	Third length, first position	 Tie (toy), my, sigh, boy, joy
ow and ū	" " second position	 Bough, allow, now, few.

REMARK. The difthongs which are denoted alike will not clash with each other.

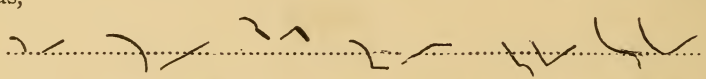
§ 14. *L* when joined to another stroke is written downward when preceded and upward when followed by a vowel, except when an awkward junction would occur; thus,



alike, like, elm, lame, elk, lake, alum, lamb.

REMARK. *L*, when written downward, is called *El*, and when written upward, *Lay*.

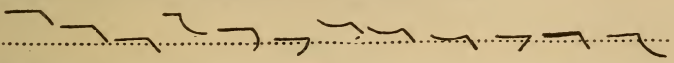
§ 15. When a vowel precedes *r*, the downward stroke (*Ar*) is used; and when it follows, the upward stroke (*Ray*) is used (however, this rule is not observed when it would occasion an awkward junction); thus,



o'er, row, our, row, orb, rob, ark, rack, bear, bury, fire, fiery.

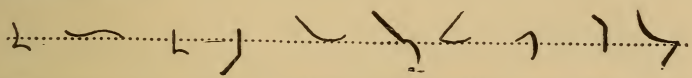
§ 16. In the majority of cases it is not necessary to distinguish whether the vowel is initial or final; much is accomplished in that direction by the principles given in Chapter III. The vowel usually follows the consonant stroke.

§ 17. When a horizontal is followed by a downward stroke the horizontal stroke is not put beneath the line for the *third position*, but it should rest upon the line; for the *second position* in such case the horizontal should be written at the height of a *first length* above the line; for the *first position* the horizontal, as before stated, is written at the height of a *second length* above the line; thus,



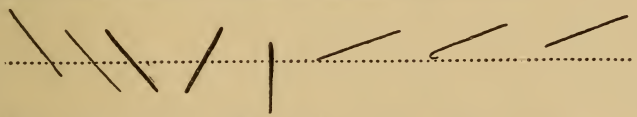
keep, cape, cap, coffee, chaos, cash, nip, nape, nap, catch, gap, cafe.

§ 18. Position cannot always be observed where two or more strokes are joined together. Generally the first stroke is put in its proper position, and the remaining strokes are joined to it irrespective of position; thus,



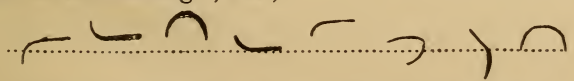
assume, enemy, atom, adage, penny, byway, china, rosy, body, voyage.

§ 19. Where two straight consonants of the same direction are joined together, length is not observed, and the stroke should be twice as long as a *second length;* in such case the vowel is denoted by position only. The position of the first half of the stroke indicates the true position, and the rule with respect to the second lengths is applied. That is, the first half of the stroke is written in the desired position as though it were a second length, the stroke then being continued until twice as long as a second length; thus,



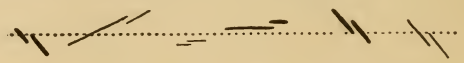
pipe, pope, babe, judge, duty, roar, hurry, rear.

§ 20. A *first length* is slightly lengthened when joining another consonant without an angle; thus,



look, fog, alway, vogue, lock, mush, posy, lower.

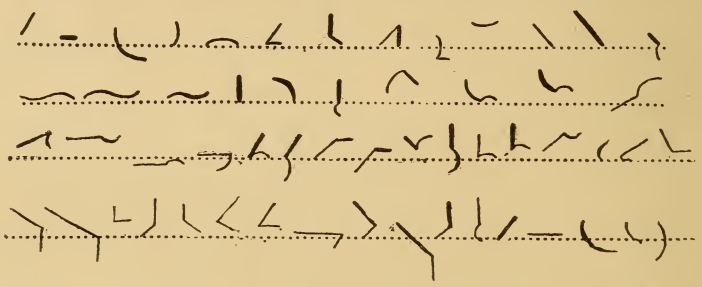
§ 21. Part of a word may be disjoined and written overlapping the preceding stroke, when such disjunction may be thought necessary to increase the legibility of the word; thus,



booby, rarer, cuckoo, gewgaw, baby, papa.

EXERCISE.

REMARK. The words given in the exercises of this book should be carefully written in accordance with the rules given, and the notes then read or transcribed and compared with the key. This should be repeated until each exercise has been written and read *many* times and the student can write and read each word without hesitation.



Each go few say may check deep ready ask in pay by both.

Name many among day way death leap fame vim rally.

Wreathe king calm cash gem Jessie wreck rag ball dizzy tame deem ring yea hay pick.

Pity piety talk teach top cheap cheek couch beach beauty ditch teeth age (edge) ache view (vow) thigh use.

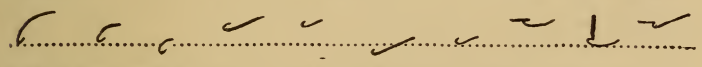
CHAPTER III.—Hooks, Circles, Loops, Ticks.

HOOKS.

WAY-HOOK.

§ 22. *W*, preceding Ray, Lay, Em, or En, is joined by a small initial hook; thus,

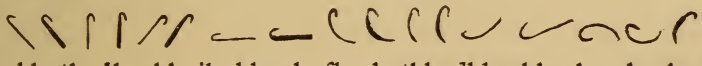
win, wine, weal, wall, wan, wane, unwieldy, unworthy, warm.



wily,* wail, wool, weary, war, wear, wore, queen, Edwin, queer.

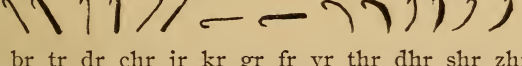
L-HOOK AND R-HOOK.

§ 23. *L* following any other consonant except Es, Zee, Ar, El, Ing, Way and Hay may be denoted by a small initial hook on the right side of slanting and perpendicular consonants and above horizontals, except that on Ray, En and Em the hook is large, and on Em written on the under side; thus,



pl bl tl dl chl jl kl gl fl vl thl dhl shl rl ml nl yl.

§ 24. *R* following a consonant which takes the *l*-hook may be denoted by reversing the sign having the *l*-hook (except in the few cases stated in § 25) in the manner following:



pr br tr dr chr jr kr gr fr vr thr dhr shr zhr.

§ 25. No *r*-hook is attached to Ray or Yay; the *r*-hook on Em and En is small and those two consonants are shaded to distinguish

*As but one vowel can be denoted by one stroke, when two syllables are written in one stroke the accented or more important vowel is indicated.

the *r*-hook from the *way*-hook; *l* is attached to Lay by a large hook; thus:

Mr wm nr wn lr.

REMARK 1. As an aid in memorizing these hooks it will be observed that if the left arm with the fingers bent be held up in the direction of a consonant the *l*-hook will be indicated, and if the right arm be so held up the *r*-hook will be indicated.

REMARK 2. While *l* and *r* are denoted by initial hooks, they are always read after the consonant to which the hook is attached.

REMARK 3. The *l*-hook on Ish and Zhee is at the bottom and the strokes are written upward with the same slant as Ray.

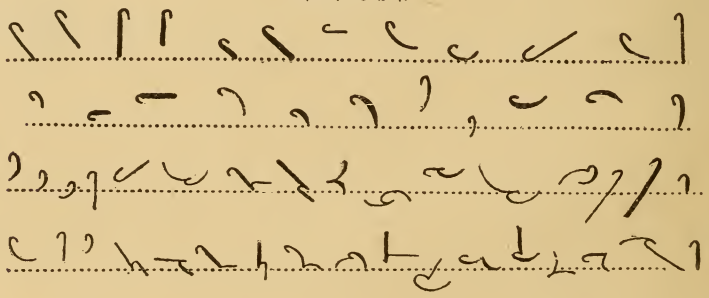
REMARK 4. Es, Zee, Ar, Way and Ing never take an initial hook. Lay does not take the *l*-hook nor Ray the *r*-hook.

§ 26. It is sometimes inconvenient, when strokes are being joined together, to form a hook perfectly; in such case it may be denoted by an offset of the pen simply; thus,

t-kr d-mr r-mr k-tl ch-kr ray-pl ish-kr.

§ 27. The vowel usually follows *l* or *r* when denoted by a hook, but sometimes precedes the entire hooked stem; *l* or *r* may be denoted by the hook also when the vowel comes between the consonant stem and the *l* or *r*, but that is not the better practice when the vowel is prominent nor when there are two vowels.

EXERCISE.



Play plea idle deal blow able call feel only rely fail try.

Offer grow agree free over every three through near mere. their.

Either other sure true real official breaker Bible shiver animal coroner final leisure church George door.

Fill (feel, fle) tree author paper cable break editor frame lover decree channel nerve dinner sugar growth imply dray.

F-HOOK AND N-HOOK.

§ 28. *F*, following any straight consonant, may be denoted by a small final hook, on the right side of slanting and perpendicular consonants and above Ray, Hay, and horizonal consonants; thus,

pf bf tf df chf jf kf gf rf hf

§ 29. The *F*-hook may also be used to denote *v*, and is sometimes denominated *V*-hook.

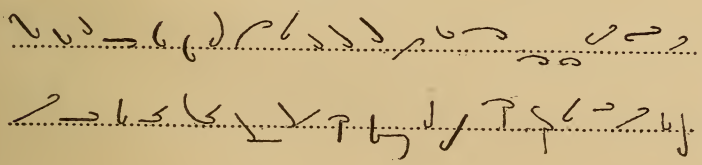
§ 30. *N*, following any consonant, whether straight or curved, may be denoted by a small final hook as follows: On the left side of slanting and perpendicular straight consonants, below Ray, and horizontal straight consonants, and on the concave side of curved consonants; thus,

pn bn tn dn chn jn kn gn rn hn

fn vn thn dhn esn zn ishn zhn ln rn mn nn ingn wn yn

REMARK. The *f*-hook and *n*-hook are not used when a vowel follows the *f* or *n*, but the *f* or *n* stroke must then be used.

EXERCISE.



Brief above upon again then than assign line chief open pain been ran often mine man woman relieve grief rough.

Arrive gave deaf cover finery panic penury Monday advocacy attain June minute plenty Chief cough rave dove tune (town).

Chain John hewn even vain thine shown iron arraign rain main beaver giver retain grain French obtain Roman.

ELT-HOOK AND ART-HOOK.

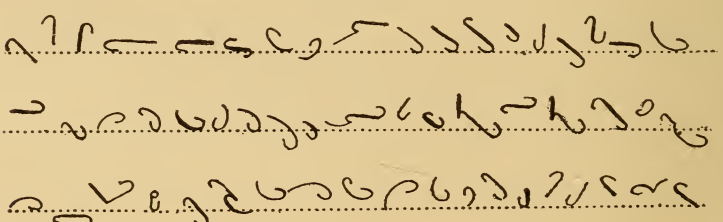
§ 31. *T* or *d* is added to a stroke by enlarging the small *l*-hook or *r*-hook. In such case the *t* or *d* is always read after the vowel, and when the *l* or *r* is also read after the vowel the *t* or *d* is read directly after the *l* or *r;* the *t* or *d* is always read before any final hook.

REMARK. The *l*-hook in sel, mel and nel and *r*-hook in ler being large, they are not further enlarged.

EFT-HOOK AND ENT-HOOK.

§ 32. *T* or *d* is added by enlarging an *f*-hook or *n*-hook, and when so added it is always the final letter; if a vowel should follow, the stroke for *t* or *d* must be used.

EXERCISE.



Part treat dealt crowd great golden failed (felt) shared regard pained bend blind bond tend band drift gained find.

Gift proved lend friend event assent errand around wound engraft achieved bluffed deprived grieved depraved brighten shorten profound.

Mend grand bereft stuffed brand prevailed fiend mind flint lined thinned third print dunned (don't) cheered chained blot moral bled.

T OR D ADDED TO HAY.

§ 33. *T* or *d* may be added to the stroke *Hay* by enlarging the hook; it is read after the vowel when so added; thus,

Hate (ahead) hat height hot hut heat (heed) hewed.

§ 34. The consonant *Em*, if it have no initial hook, may be swelled to add *p* or *b;* thus,

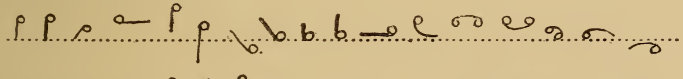
Amply ample pump jump lamp impune ambulance dump thump limp.

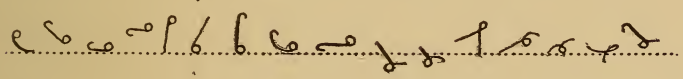
CIRCLES.

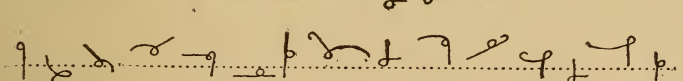
S OR Z CIRCLE.

§ 35. *S* or *z* may be denoted by a *small circle*, joined initially on straight consonants on the *l*-hook side, and finally on the *f*-hook side; and initially and finally on the concave side of curved consonants. It may be joined between two consonants, and when so joined is turned on the most convenient side.

§ 36. When the *s*-circle is joined initially to any stroke, the *s* is always read before any other letter, and when joined finally it is always read after all other letters.





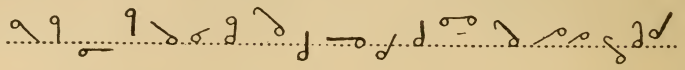


Set said such seek sit (seat) suit pass base does days guess (gaze) safe seems sins soars same mass.

Save please close cross sight choice idols fails grace bask bosom recite wrestle muscle nestle brisk.

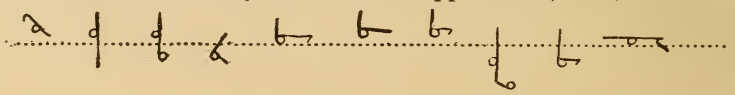
Lawsuit facile baser misery extra casket deceit presume desk misty reserve Wednesday task nicety dusty.

§ 37. The *s*-circle is attached to the *r*-hook and *n*-hook on straight consonants, and to Hay, by making the hook into a circle; thus,



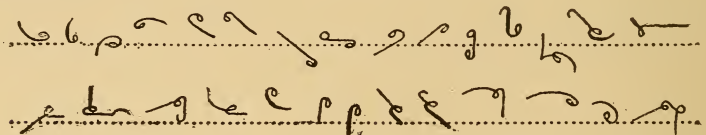
Spray stray scar cedar pains (pence) Saho strains prince dance gains chance dense screens brains rains runs plans trains jeans.

§ 38. The *s*-circle and *r*-hook may both be denoted between two consonants by turning the circle on the *r*-hook side when it could otherwise be conveniently turned on the opposit side; thus,



Prosper destroy distress jasper desecrate disagree discord outstrips outrkirt execrable.

§ 39. The *s*-circle is attached inside of all hooks on curved consonants and all hooks on straight consonants except as above indicated. When it is attached to the *art* or *ent* hook on straight consonants the hook need not be written large, because there is no corresponding small hook.



Fence thence lands swim split spirit pounds seconds rafts rents strands drifts atmosphere prisoner obscure.

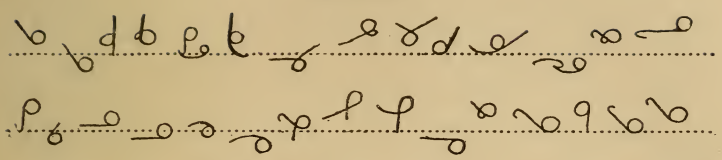
Rascal disclaim restrain physical civil settle saddle peaceable plausible mistery mines errands reciprocity.

SES CIRCLE.

§ 40. *S* or *z*, and any vowel preceding it, is added to an *s*-circle by enlarging the circle.

§ 41. An *s*-circle may be added after a *ses*-circle, turned on the opposit side of the stem at the point where the *ses*-circle is completed.

EXERCISE.



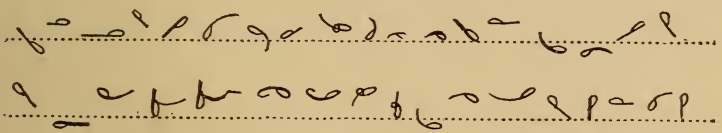
Pieces passes disaster diseases sustenance decisive accessory recesses possessory Genesis necessary amanuensis processes crisis.

Sustain chooses cases access imposes masses persist resist necessity Kansas possesses praises sister places precise.

STEH-LOOP.

§ 42. The *s*-circle is elongated to denote *t* or *d* immediately following it; the loop thus formed is called *steh*-loop. The *s*-circle may be added to the *steh*-loop.

EXERCISE.



Passed cost accused stop stage style star story feasts assessed must (most) imposed based stick vast stamp rest steep.

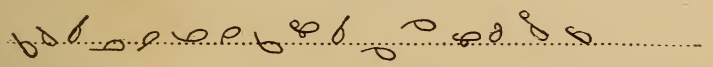
Steeper stagger sting destiny distinct merest nearest lists tests fast missed noised step steady stock steel state.

STER-LOOP.

§ 43. The *steh*-loop is enlarged and elongated to add *r;* this large loop is called *ster*-loop. The *s*-circle may be added to the *ster*-loop.

REMARK. First lengths must be slightly lengthened when the *ster*-loop is joined to them.

EXERCISE.



Pastor punster jester castor rooster Nestor luster faster songsters Chester master mister clusters thruster spinster bolster (bluster).

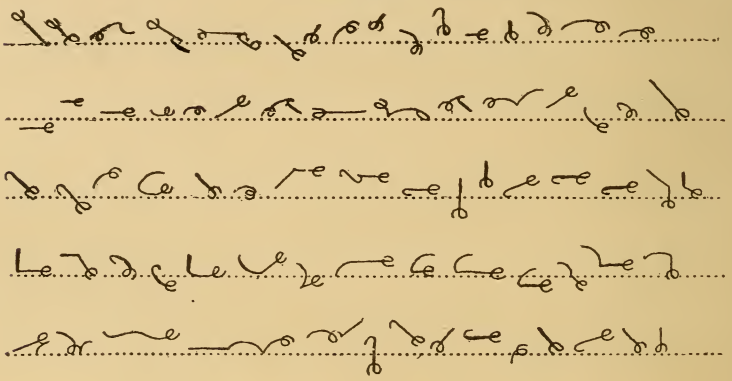
HOOKS ATTACHED TO CIRCLES.

IN-HOOK PRECEDING OR FOLLOWING AN S-CIRCLE.

§ 44. The syllable *ĭn, ĕn, ŭn* or *ăn*, preceding or following an *s*-circle, may be denoted by a small hook attached to the circle, formed by a continuation of the movement of the circle, as shown in the exercise below. The syllable *ŏn* may also be denoted by this hook when used finally.

§ 45. The sound of *sh* in the syllable *shun* (tion-, sion-, cion-, etc.) is treated the same as *s*.

EKERCISE.



Inspire inspiration enslave inseparable unscrupulous passion chosen lesson Johnson arson treason cousin dozen arisen moisten masons.

Action caution occasion notion motion ration (raisin) unsalable insecure unsurmised insoluble unseemly reason (risen) fasten (fashion) frozen poison.

Brazen parson listen alienation Benson Munson reaction provocation creation tuition addition hasten Grecian aggression petition adoption.

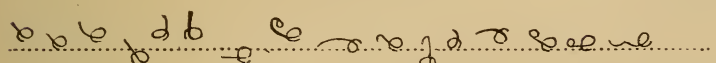
Education occupation version valuation donation variation assertion location election elocution allegation eruption irrigation imitation.

Rational irrational nomination accumulation missionary duration prison chasten glisten loosen basin Hessian (hasten) pension (at-)tension.

IN-HOOK ATTACHED TO SES-CIRCLE.

§ 46. The *in*-hook may be written finally after a *ses*-circle.

EXERCISE.



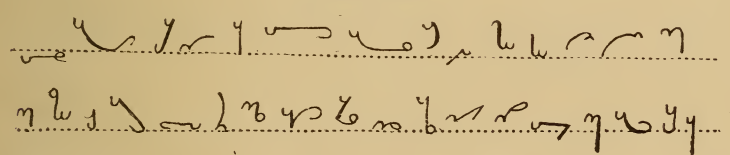
Opposition position physician apposition secession decision accusation civilization musician procession transition association imposition supposition succession enunciation.

IN-HOOK PRECEDING OR FOLLOWING A CONSONANT STROKE.

§ 47. The syllable *ĭn*, *ĕn*, *ŭn*, *ăn* or *ŏn*, preceding or following a consonant, may be denoted by a small half-circle, opening either upward or downward and joining the consonant-stem with an angle.

REMARK. This hook when used initially does not join well with many strokes having an initial hook; in such cases the En-stroke should be used.

EXERCISE.



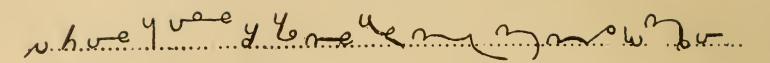
Inaction environ enjoin inlay untie unkind unfix uneasy ruin driven deafen linen lion entreat.

Indoor striven undone unbind crayon scion endorse indolent ingenious inmost entice enrich enlist engage endure invent intend endow.

INT-HOOK.

§ 48. The *in*-hook is enlarged to add *t* or *d*, and is then called *int*-hook. When the *int*-hook is used initially the *t* or *d* is generally followed by the vowel *ĕ* or *ĭ*, but may be followed by a consonant; when the *int*-hook is used finally, no vowel can follow the *t* or *d*.

EXERCISE.



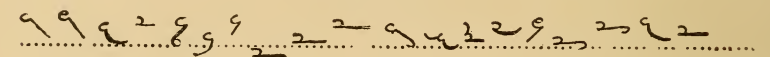
Ruined agent indication indict intoxication indigence indigenous integration indivisible indemnify intimacy intemperance toughened intimidation indigo.

WAY-HOOK.

§ 49. *W*, when occurring initially in any syllable or word, may be denoted by a small half circle opening either to the right or left, according to convenience. An *s*-circle may be prefixed to this sign.

REMARK. If a vowel precedes the *w*, the stroke *Way* should be used, and not the brief sign

EXERCISE.



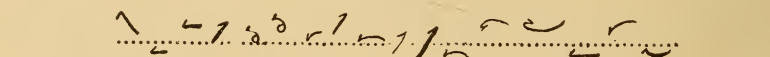
Weep sweep wave walk wages wash watch wagon wake week (weak) weapon unwove Oswego wing switch waken weaken weave wig.

TICKS.

HAY-TICK.

§ 50. *H* may be denoted by a slanting initial tick joined at an acute angle, when more convenient than the stroke Hay.

EXERCISE.

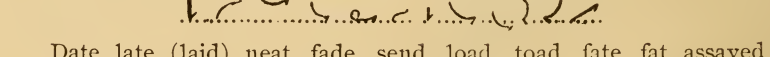


Heap hook hog hedge hearse horse hole hitch hame (hem) hatch huge ham whim whine hack heel (heal) hang.

T-TICK.

§ 51. A final *t* or *d* may be denoted by a slanting tick when more convenient than the stroke *Tee*. The tick may be shaded for *d*.

EXERCISE.



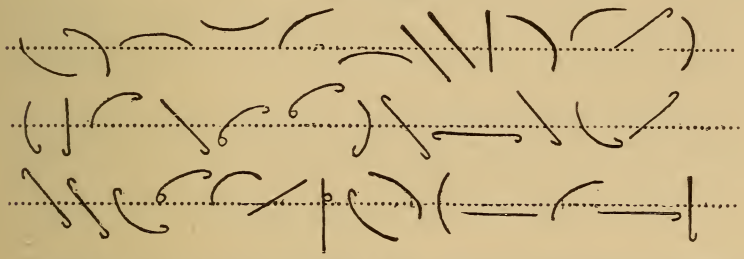
Date late (laid) neat fade send load toad fate fat assayed shade raid (red).

FOURTH LENGTH TO ADD THR, ETC.

§ 52. Any consonant may be written fourth length to add *thr*, *dhr*, *tr* or *dr*. The consonants thus added are read after any final hook, but before the final *s*-circle. A heavy straight consonant should taper to a point when made fourth length.

REMARK 1. As stated before, the vowel is indicated by position only when the fourth length is used.

REMARK 2. Curved consonants when made fourth length may be made more curving than usual to denote an initial vowel.

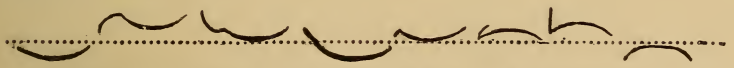


Father further mother neither letter matter better bother daughter wither (water) leader render Easter.

Thunder tender lender painter slender cylinder asunder plunder grander ponder fender rafter.

Printer blunder flounder slender older rather testator flatter order (orator) thither actor latter canter defter.

§ 53. *Ing* is written *fourth length* to also add *kr* and *gr*, and *Em* to add *pr* and *br;* thus,

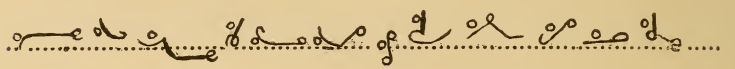


Anchor (anger) linger finger banker hunger lumber timber amber.

CHAPTER IV.—Prefixes and Suffixes.

CIRCUM- AND SELF- PREFIXED.

§ 54. *Circum-* or *self-* is prefixed by a disjoined *s*-circle written close to the following stroke; thus.



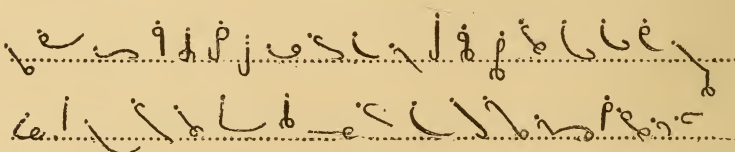
Circumlocution circumvene circumnavigation circumjacent circumflex circumference circumstance self-denial self-respect self-reliance self-accused self-deception.

CON-, COM- AND COG- PREFIXED.

§ 55. *Con-*, *Com-* or *Cog-* is prefixed by a light dot written immediately preceding the commencement of the following stroke.

Remark. *Can-* may be denoted by the *con*-dot in such words as *canteen* and *canvass.*

EXERCISE.

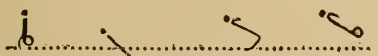


Compass consign cognomen consider condensation consistent concomitant commence complain convey compare condign consideration constitution completion confine convene conceive computation.

Conjunction committee company comply compensation continue condition connection complete convoy combine comprise compromise concede conception confer concord.

ACCOM- PREFIXED.

§ 56. *Accom-* is prefixed by a heavy dot written immediately preceding the commencement of the following stroke; thus,

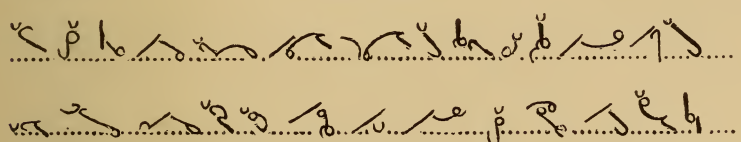


Accommodation accompany accomplish accomplice.

CON-, ETC. IMPLIED.

§ 57. *Con-*, *com-*, *cog-*, *accom-*, *cum-* or *cong-* may be implied by placing the next following stroke under the preceding stroke, or as close to it as possible; also by a disjoined *in*-hook written in place of the *con*-dot.

EXERCISE.



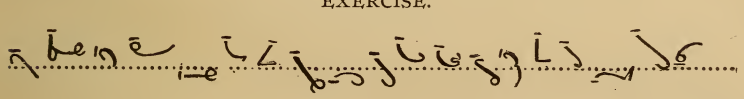
Incomplete inconsistent decompose recompense uncompromised reconcilable irreconcilable incumbent disencumber unconscious unconditional recognize reconnoiter uncombined.

Unconquerable non-compliance unrecompensed uncomfortable unconcerned reconsideration recommend recognition inconstant misconception recumbent inconceivable discommode.

CONTRA-, CONTRO- AND COUNTER- PREFIXED.

§ 58. *Contra-*, *contro-* or *counter-* is prefixed by a horizontal or vertical tick disjoined and written immediately preceding the commencement of the following stroke, as in the exercise below:

EXERCISE.



Counterpart contradistinction controvert countersign counteraction counterfeit countercheck contribution countermand contraband contravene contravention counterbalance controversy contradict counterpane countermarch counterpoint counterseal.

MAGNA-, MAGNE- AND MAGNI- PREFIXED.

§ 59. *Magna-*, *magne-* or *magni-* is prefixed by *m* written over the next following stroke.

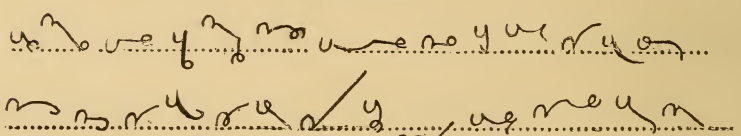
EXERCISE.

Magnify magnanimous magnitude magnanimity magnesia magnificence magnetism magnet (magnate) magnetize.

INTER-, ENTER- AND UNDER- PREFIXED.

§ 60. *Inter-*, *enter-* or *under-* is prefixed by the *int*-hook.

EXERCISE.

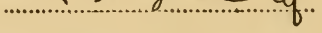


Interposition enterprise interrogation introduce interpretation intermission intercommunication intercourse entertain underneath underlie interview underscore.

Undermine undercurrent underlay intervene undersell intercept underwriter intercession intermarry international interlineation interfere interpret.

PREFIXES JOINED TO FOREGOING SYLLABLE.

§ 61. When any of the foregoing prefixes is preceded by a syllable, such syllable may be joined to the prefix sign; thus,

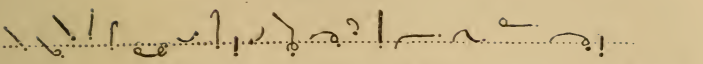


Uncircumscribed unselfish uncircumcised uncountersigned unintroduced.

-ING AND -INGS SUFFIXED.

§ 62. *-Ing* may be suffixed by a *light dot*, and *-ings* by a *heavy dot*, written immediately following the end of the preceding stroke.

EXERCISE.



Paying passing beings committing telling sanctioning knowing trying doing showing petitioning amazing offering dying looking loving seeking musings doings.

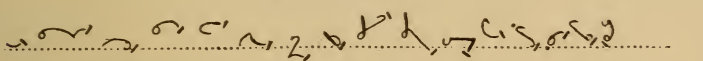
-SELF AND -SELVES SUFFIXED.

§ 63. *-Self* is suffixed by an *s*-circle, and *-selves* by a *ses*-circle, joined, or disjoined and placed beside the previous stroke. Words in which this suffix occurs will be found in the List of Contracted Words.

-INGLY SUFFIXED.

§ 64. *-Ingly* is suffixed by a slanting heavy tick written in place of the *ing*-dot.

EXERCISE.



Knowingly smilingly amazingly seemingly accordingly lovingly charmingly boastingly deservingly despairingly engagingly feelingly complainingly consolingly pleasingly unceasingly.

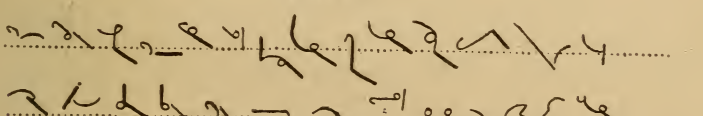
-ALITY AND -ARITY SUFFIXED.

§ 65. *L'ty* or *r'ty*, with any vowel following the *l* or *r*, is suffixed by disjoining the preceding stroke.

REMARK 1. The suffixes *-osity*, *-anity*, *-idity*, etc. are sometimes denoted in the same manner.

REMARK 2. In writing *-bility*, generally no disjunction need be made.

EXERCISE.



Formality principality instability frugality plausibility posterity admissibility divisibility durability feasibility irresistibility reliability popularity fatality.

Amenability congeniality disability disparity verbosity accountability amiability christianity sensibility irascibility legibility illegibility invisibility.

-OLOGY AND -ALOGY SUFFIXED.

§ 66. *-Ology* or *-alogy* is suffixed by *j*, joined, or disjoined and written partially under or struck through the preceding stroke.

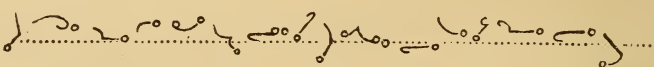
EXERCISE.

Zoology tautology philology etymology phrenology physiology chronology mineralogy.

-BLENESS, -FULNESS AND -SOMENESS SUFFIXED.

§ 67. *-Bleness*, *-fulness* or *-someness* is suffixed by an *s*-circle placed immediately after the end of the preceding stroke.

EXERCISE.

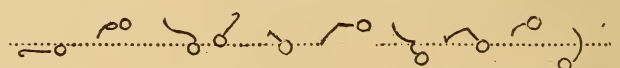


Teachableness mindfulness irksomeness lawfulness sinfulness faithfulness gracefulness cheerfulness usefulness serviceableness carefulness feebleness watchfulness forgetfulness gratefulness bashfulness.

-LESSNESS SUFFIXED.

§ 68. *-Lessness* is suffixed by a *ses*-circle placed immediately after the end of the preceding stroke.

EXERCISE.



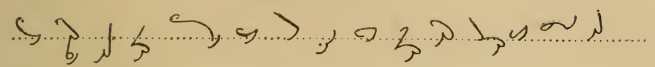
Carelessness listlessness fearlessness cheerlessness hopelessness recklessness faithlessness helplessness lawlessness uselessness.

-SHIP SUFFIXED.

§ 69. *-Ship* is suffixed by *sh* joined, but more legibly disjoined and placed close to the end of the preceding stroke.

REMARK. *-Shop* is sometimes denoted in the same manner.

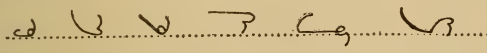
EXERCISE.



Fellowship apprenticeship township championship scholarship ownership bishop shoeshop courtship chairmanship friendship penmanship worship steamship tinshop.

-EST AND -IST SUFFIXED.

§ 70. *-Est* or *-ist* may be suffixed by *Es* written either upward or downward; thus,



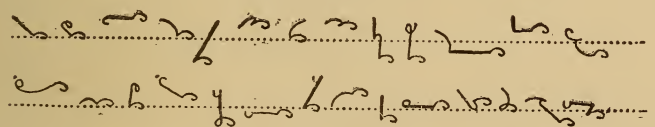
Closest finest basest kindest elocutionist violinist bravest.

-MENT SUFFIXED.

§ 71. *-Ment* may be suffixed by *m* with an *n*-hook.

REMARK. This suffix sign is used because it tends to great certainty in the representation of the syllable *-ment.*

EXERCISE.



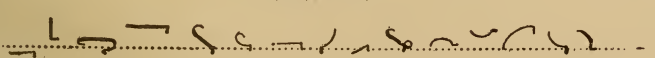
Payment supplement agreement raiment judgment ornament element monument detriment instrument argument document fulfillment.

Consignment moment settlement compliment inducement enactment enjoyment lament adamant segment pavement assessment employment engagement.

-ED, -TED AND -DED SUFFIXED.

§ 72. *-Ed, -ted* or *-ded* may be suffixed by a *horizontal* or *vertical tick;* it may be written heavy for *-ded.*

EXERCISE.



Acted deeded grounded guided bladed (belted) folded (flooded) connected shaded rooted blessed mated needed lighted faded awaited.

-MENTAL AND -MENTALITY SUFFIXED.

§ 73. *-Mental* or *-mentality* is suffixed by the suffix *-ment* disjoined.

EXERCISE.

Instrumentality (-mental) detrimental regimental monumental supplemental elemental ornamental.

LETTERS OR SYLLABLES FOLLOWING SUFFIXES JOINED.

§ 74. When any letters or syllables follow a suffix sign, they may be joined to it.

EXERCISE.

Zoologist theologian phrenological townships mineralogist principalities sensibilities theological presumedly pointedly confessedly.

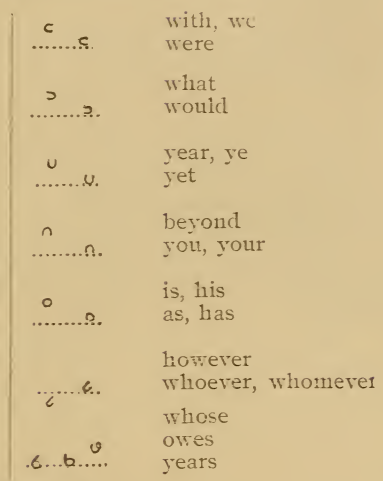
ADVICE TO THE STUDENT.

The student has now passed through all the principles of consonant and vowel representation in phonography. The next step is to attain speed in writing. Speed is attained only by much earnest study and practice, but is within reach of anyone who will persevere in the work. Word-signs, contractions and phrase-signs must be learned and familiarized to obtain brevity; careful habits of writing must be formed for the sake of legibility; and continued practice in writing and reading ordinary language must be followed for months to obtain facility.

The student may now, if he desires, commence the writing of engraved practice exercises, and spend part of his time in that way, while learning the word-signs and contractions in Chapter IV and the phrase-signs in Chapter V. In this way he can learn the word-signs, contractions and phrase-signs as rapidly as they occur in the practice-matter. But before commencing to practice upon matter not engraved in shorthand it is best to study well the whole of Chapters IV and V.

CHAPTER IV.—Word-Signs and Contractions.

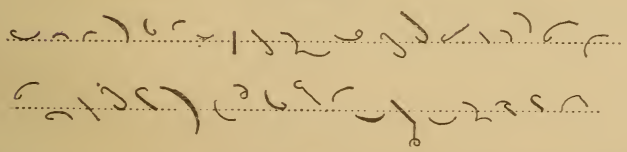
¾ 75. WORD-SIGNS.



CONTRACTIONS.

¾ 76. *H* is generally omitted from words of common use.

EXERCISE.

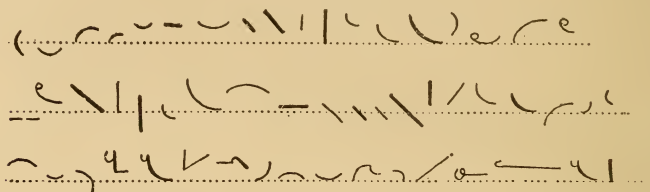


When home whole (hole) why heathen hall hung had happen harmony hence apprehend behind where hope her here while howl.

Wheel hammer happy comprehend beheld whether half horse heaven whip heal hang habitation hand harm humble behold help.

§ 77. The *t*- or *d*-tick is generally omitted from words of common use.

EXERCISE.



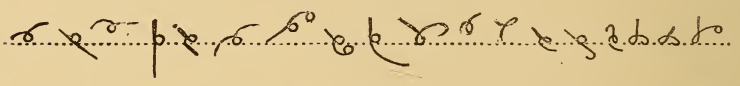
That hand late (laid, led) load (old) not (naught) got (God) neat (need) bought beet (beat, bit) taught died fought (oft) fade (fate) avoid east sent light soft.

Act sift bite tight doubt food (foot) fight might get apt boot put about did (deed) cheat feet (feed) evade loud showed (shut) thought.

Meet note (owned) art (heart, hard) interdict invite iterate October shade (shed) made (met) net (aint) left hurt writing ntersect collect invade debt.

§ 78. *T* following *s* is omitted in the following and similar words.

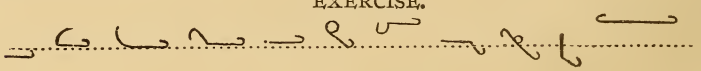
EXERCISE.



Mostly postpaid mistake destitute combustible lastly restless postoffice testify pestilent install honestly boastful postpone trustful testament adjustment tasteless.

§ 79. *T* may be omitted from the syllable *-tive* when the *v*-hook may be used.

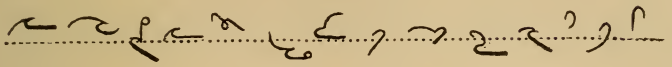
EXERCISE.



Active elective effective protective connective susceptive indicative captive perceptive adaptive collective.

§ 80. The vowel *i* in the syllable *-ty* may be omitted when the *t* may be denoted by enlarging an *l*- or *r*-hook.

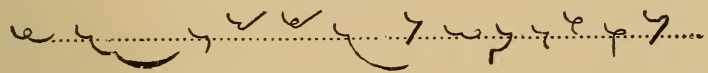
EXERCISE.



Legality minority stability locality prosperity faculties illegality charity majority frugality mobility authority surety utility.

§ 81. *R* may be omitted from the syllables *for-* and *fore-* when a better junction with the following stroke will be secured.

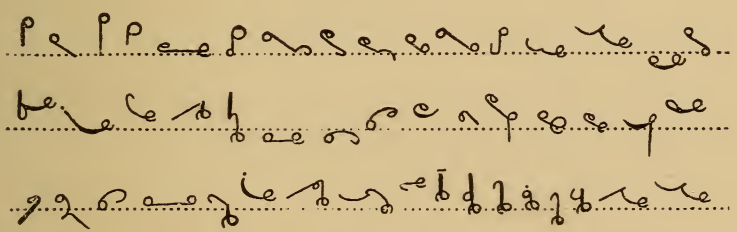
EXERCISE.



Foreseen forefinger foresaw forward forswear forefather forage forenoon foreshadow forethought forsooth forestall forager.

§ 82. *K* may be omitted: (1) from the syllable *ex-* when unaccented; (2) when it occurs between *ng* and *s* or *z;* (3) when ending a syllable and followed by *-tion.*

EXERCISE.



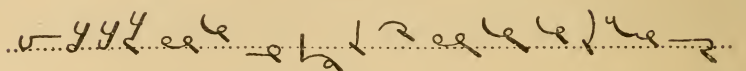
Exceed except excite exhaust (exist) exclusion existence experiment explain explore expose express extend function infliction sanction expense.

Distinction compunction affliction reduction detraction exaction examine excellence exonerate expert explicit exposition explosion anxiety extinction.

Exaggerate exasperate excellent excuse production conviction restriction infraction correction contradiction destruction direction construction attraction introduction reflection inflictior

§ 83. *L* is omitted from *intel-*. The hook for *l* may be omitted from the syllables *-ble* and *-bly* when inconvenient to form it.

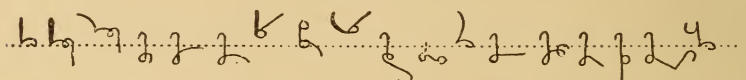
EXERCISE.



Intellect intelligence intelligent intelligible sensible visible accessible admissible attainable amenable sensibly visibly feasibly assignable invincible accountable.

§ 84. The *n* hook is omitted from the following and similar words:

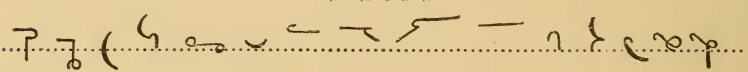
EXERCISE.



Attainment demonstrate remonstrate transaction translate transmit dictionary stationer visionary transplant transpose assignment transact translation transport transit transparent entertainment.

§ 85. *W* and *y* are omitted from the following and similar words:

EXERCISE.



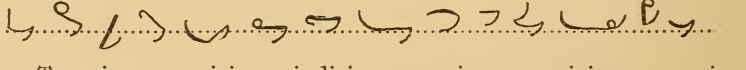
Quantity quotation without withdraw consequence hung equal quibble require quite toward withhold value persuasion persuade.

§ 86 *F* is omitted when occurring between *m* and *shun;* th s,

Consumption redemption assumption.

§ 87. *S* may be omitted from the syllable *-shus* (-tious, -cious, -ceous, -xious, etc.).

EXERCISE.



Tenacious suspicious judicious precious avaricious sagacious gracious efficacious ambitious cautious conscientious vexatious seditious anxious.

§ 88. Position being the minor factor in the representation of the vowels, and length of outline the principal factor, certain familiar words may be removed from their natural positions for the sake of convenience, and advantage in phrasing as will be seen in Chapter VI; thus,

be it which could if have think this shall will am are.

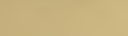
§ 89. The syllable *-ed* may usually be omitted from verbs in the past tense, and a derivative word may be expressed by the form of the primitive word; thus the outline for *prepare* will represent also *prepared* and *preparation;* the outline for *terminate* will represent also *terminated* and *termination*, etc.

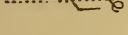
§ 90. LIST OF CONTRACTED WORDS.

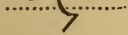
accordingly
advantage
advantageous

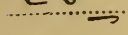
advertise-d-ment
after
along

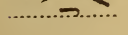
altogether
although
angel


anything
applicable-bility
application


assistant-ce
average
because


become
before
began

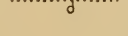

begin-ning
begun
believe-d


belong-ed
between
British America

brother-hood
came, can
cannot

certain-ty
change-d
charge-d

Christian-ity
circumstance
come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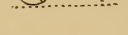
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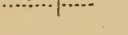
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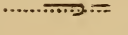
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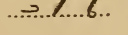
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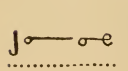
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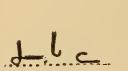
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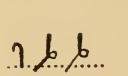
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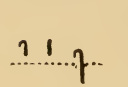
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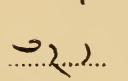
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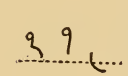
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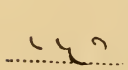
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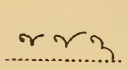
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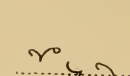
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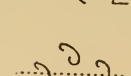
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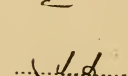
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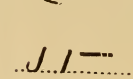
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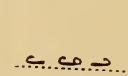
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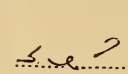
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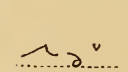
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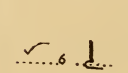
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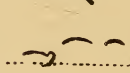
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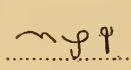
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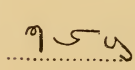
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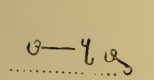
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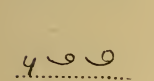
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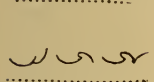
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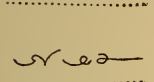
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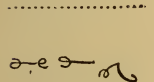
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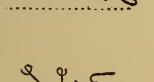
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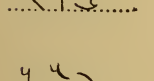
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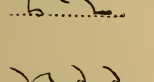
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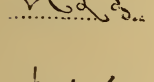
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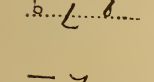
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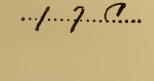
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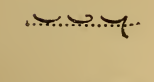
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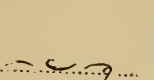
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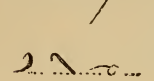
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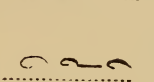
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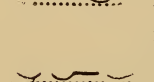
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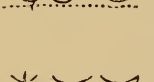
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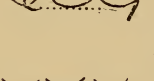
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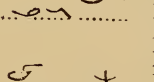
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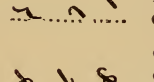
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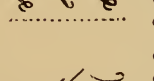
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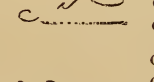
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plaintiff
pleasure
popular-ity
practicable-bility
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practice
predominate-d-tion
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pretty
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probable-bility
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project
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remembrance
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responsive
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return
salvation
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satisfy-ed-actory
satisfaction
Savior
scientific
scripture-al
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signify-ied

similar-ity
simple-icity
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something
somewhat
South America

South Carolina
southeast
southeastern

southwest
southwestern
speak

special-ty
spoke
spoken

strange-ness
stranger
strength

strengthen
subject-ed
subjection

substantial-ity
sufficient-cy-ly
suggest-ed-tion

superintend-ed-
surprise [ent-ence
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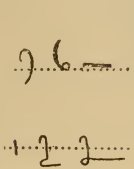
themselves
thing



throughout
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transform-ed-ation
transgress

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truthful-ly
twelve-fth

typewriter
unclaimed
uncontradicted

under
unexpected
uniform-ity

unimaginable
United States
unless

unmeasured
until
unwilling-ness

usual-ly
vice versa
Virginia

virtue
viva voce
whatever

which
whichever
will

wish-ed
within
world

yesterday
your
yourself

SUGGESTIONS AS TO FORMING CONTRACTIONS.

§ 91. The reporter will form special contractions for words peculiar to the subject-matter on which he is engaged which occur frequently. The student should accustom himself to do so also in his practice. Names which are repeated frequently may be specially contracted, and, if possible, the contraction should be noted on the margin of the page of notes when first made, so that it may be seen when transcribing. The contractions in this chapter will serve as guides for the formation of others.

CHAPTER VI.—PHRASING.

§ 92. Many words of common use which frequently occur together in speech may be joined together like the syllables of one word. Words thus joined in the same outline in phonography are termed a *phrase*, and the joining of words together in phonography is termed *phrasing*.

Phrases are of two classes, viz., those formed by joining together the usual outlines of two or more words, and those formed by special outlines.

GENERAL RULE FOR PHRASING.

§ 93. Words which are connected together in one expression of thought may be *phrased* when the junction is easy and the outline produced will not conflict with the outline of any word. Except in certain phrases formed by special outlines, the first word of a phrase should be written in its proper position, and the following word or words joined to it.

Phrases should not be written which contain many strokes; few phrases should contain over two or three words. No phrase should be written which carries the pen far below or above the line.

REMARK 1. The joining of words into phrases in a discreet manner enhances the legibility of the shorthand notes rather than detracts from it, because, the modified and modifying words being grouped together, the context is more easily and quickly understood. It also enhances brevity and facility by saving time consumed in pen-liftings. However, no gain in speed is made by phrasing until the student has become sufficiently familiar with the methods of phrasing, and with the most common phrase-signs, to form phrases in his practice without hesitation. A limited degree of speed is attained sooner without the use of phrase-writing; but all convenient and brief phrase-signs must be adopted and used in order to reach the higher rates of speed.

REMARK 2. This chapter is devoted mainly to phrases formed by special outlines. Those formed by the junction of the usual outlines of words need no special illustrations, for the learner can form them, when desired, in accordance with the above general rule.

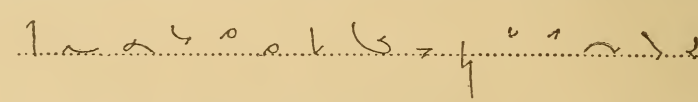
WORDS JOINED BY TICKS.

§ 94. *A, an* or *and* may be denoted by a horizontal or vertical tick, joined initially, finally or between words, and in any position; thus,

A thing, a country, an idea, you and me, is a, as a, and but, and should, and a, and the, and can, not an, and for, and shall.

REMARK. This tick should seldom be joined finally except to the word-signs.

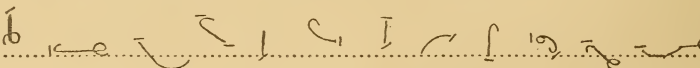
§ 95. *The* may be denoted by a slanting tick, joined initially, finally or between words, in any position, written, if possible, in such direction as to form an acute angle with the preceding stroke; thus,



The time, the nature, the same, for the, is the, as the, take the, find the, and the, at the time, or the, on the, make the, pay the, show the.

REMARK. The *the*-tick, when joined finally, does not differ from the *t*-tick, but the reporter does not experience inconvenience from this fact, because the two ticks do not conflict. It is the better practice to join this tick finally than initially; it should seldom be joined initially.

§ 96. The *the*-tick or *a*-tick may be disjoined and written in place of the *con*-dot or *ing*-dot, to denote both; thus,



The condition, a conclusion, a company, and completing a, taking the, feeling an, and committing the, letting the, telling an, and concerning the, a comparison, a communication.

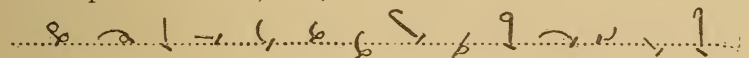
§ 97. *He* or *him* may be joined finally or between words by a slanting tick in the same manner as *the*. When the word-sign *he* is joined to a following word, it must retain its position on the line; thus,

Does he, is he, for him, make him, giving him, he took, he got, get him, effect him, he resided, he said, he can.

§ 98. *I* may be joined initially by a slanting tick written in the *first position*, and finally or between words by a vertical or horizontal tick (as *a* is denoted); thus,

I came, I am, I shall, I know, but I request, and I, were I, because I think, I brought, I remember, should I be, what I said, I did.

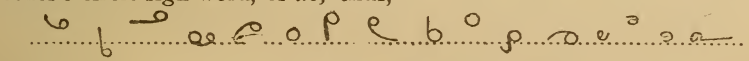
§ 99. *There, their, they are, other* or *either* may be joined finally or between words by a heavy slanting tick, when not convenient to join the usual sign. When following the syllable *-ing*, this tick is used in place of the dot; thus,

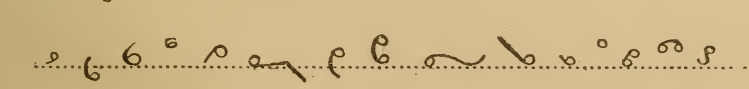


Suppose there, makes their, taking their, coming there, thinking there, those other, that is there, believing they are, choose their, considering there, making other, showing there, putting their, trying their.

WORDS JOINED BY CIRCLES.

§ 100. *Us, is, his, as* or *has* may be joined finally or between other words by an *s*-circle, or by enlarging an *s*-circle. The word-signs *is, his, as* and *has* may be joined initially, each retaining its proper position, except *as*, which is sometimes written in the position of the following word. An *s*-circle word-sign may be enlarged to add any other *s*-circle sign-word, or *us;* thus,



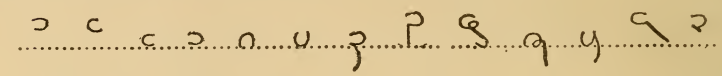


For us, at his, gives us, as soon as, as late as, as is, is said, as if, takes us, his is, as is done, makes his, as yet, what is, as would, as you can.

He has, that is, this has, with us, as such, as can be, is that, is this, as many, by us, to his, on his, such as, is impossible, is done.

HALF-CIRCLE WORD-SIGNS ENLARGED.

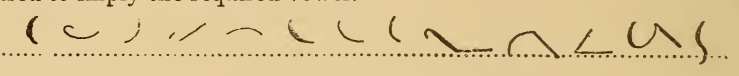
§ 101. Any of the half-circle word-signs may be enlarged to add *we*, *were*, *what* or *would;* thus,

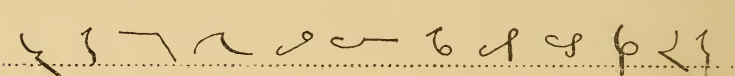


What we, we were, were you, would we, you would, yet you, would we say, what would it, with what has been, you would consider, yet we say, we would be, what would there.

WORDS DENOTED BY VOWELS.

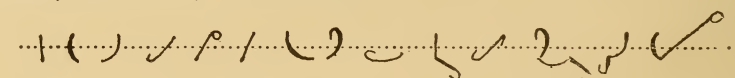
§ 102. The following words may be represented by their vowels alone, when preceded by a word the consonant stem of which can be used to imply the required vowel:



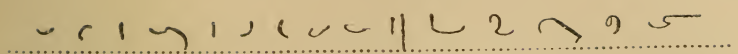


a. He, the or *it.* That he, when the, shall it, where he, may the, have it, if he, think the, break it, help the, check it, that he shall be, that it was.

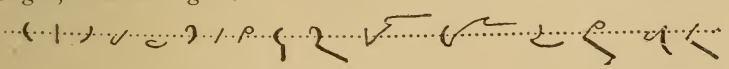
If it should be, I think it was, keep it, leave him, where it is, when he came, I think it is, where he said, when it is done, that it is said, shall he be, I think it did.



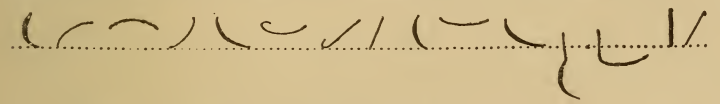
b. Had. It had, they had, she had, where had, such had, which had, have had, there had, when had, it had been, where had he, there had never been, she had done, they had returned.



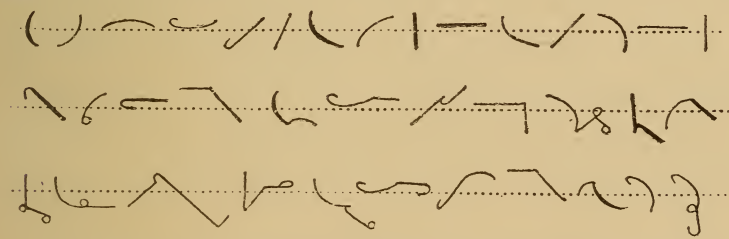
c. What, ought. In what, what will, it ought, in what way, at what, she ought, that ought, where ought, when ought, at what time, it ought never, there ought not, what will be the, as there ought, in what degree.



d. Would. That would, it would, she would, where would, when would, there would, which would, such would, that would do, there would be, it would require, they would likely, she would never, such would be the, where would they, which would be.



e. I, time. That time, will I, may I, shall I, have I, when I, where I, which I, that I, any time, have time, at that time, at any time, do I, such time.



f. You, your, out. That you, shall you, may your, when your, where you, which you, have you, will you, do you, give you if you, are you, you are, can you, take you.

Brought out, sell out, grow out, keep out, that you may, when you can, are you aware, can you take, you are responsible, do you remember, will you be.

At your expense, for your sake, are you prepared, at your request, if you please, when you cannot, where you make, keep you, love you, from you, from your standing.

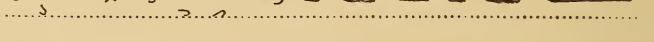
WORDS DENOTED BY HOOKS.

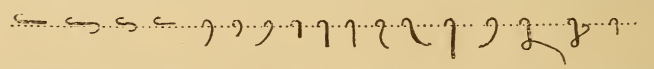
§ 103. *We, with, were.* Phrases beginning with *we* or *with* should be written in *first position*, and those with *were* in *second position;* thus,

We will, we may, we know, we never, we are, we live (leave), we recollect, we returned, we always, we retain, we learn, we must.

With regard, with reference, with respect, with reason, with my, with many, with no, were made, were never, were none (known), were rendered, were mentioned.

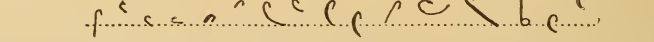
§ 104. The word-signs *we, were, you, what* and *would* may be joined in the following phrases in the same manner as hooks; thus,





Of what, to what, and what, on what, all would, and would, he would, we begin, we got (go), we give (get), we can (came), we could, we gave, we gather.

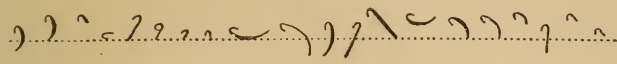
Were given, were gained, were gone (begun), were come, you say (see), you saw, you shall, you do, you did (had), you take, you think, you have, you doubt, you wish, you desire, you deserve, you took.



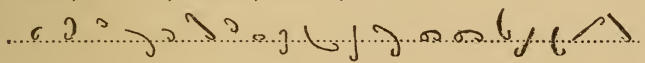
§ 105. *All.* At all, of all, to all, and all, who all, on all, if all, for all, they all, that all, which all, in all, by all, at all times, they would all, they ought all.

§ 106. *Will.* That will, they will, which will, such will, if it will, if you will, that I will, that you will, which you will, but will,

all will, it will, much will, each will, and will, who will; he will, that it will.



§ 107. *Are, our.* That are (our), they are, all our (are), and are (our), which our (are), such are, who are, but our (are), now are, if you are, that you are, which you are, by our, in our, have our, if our, for our, at our, of our, to our.

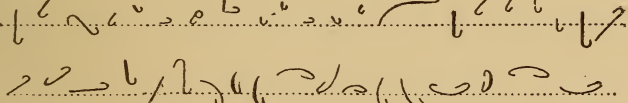


§ 108. *Own, one.* Your own, their own, of our own, our own, her own, by our own, for our own, and our own, at our own, for your own, at your own, from your own, some one, same one, that I own, which you own, that you own, right one, by one.

For one, if one, that one, another one, neither one; any one, in one, from one, which one, each one, either one, other one, every one, loved one, not one, only one, over one.

F-HOOK ON CURVED STROKES.

§ 109. *Of, if, have, to have.* *F* may be added to curved stems in phrasing by a *long, narrow hook.*

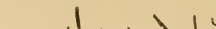


Out of, each of, part of, much of, all of, and of, such of, talk of, but if, or if, and if, to have, ought to have, like to have, had to have; each have, which ought to have, it ought to have, it would have, do you have, are you to have.

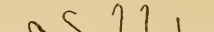
Are to have, we are to have, can you have, did have, which you have, tried to have, you are to have, they have, that you have, may I have, shall I have, may have, think you have, for you to have (if you have), when you have, they are to have (there have), we might have, now have.

¶ 110. *Forth.* Call forth, go forth, set forth, brought forth.

¶ 111. *After.* Day after, week after, long time after, came after, come after.



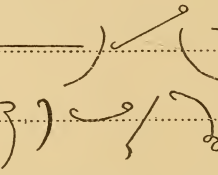
¶ 112. *Not.* If not, for not, may not, will not, we are not, can not, do not, did not, had not, hope not, be not, take not (if not), it ought not, it had not, do you not, shall I not, can you not, have not, have you not.



¶ 113. *It, had.* Part of it, begin it, drive it, gave it, out of it, mean it, began it, remember it, apply it, try it, try to have it, taken it, can you have it, which you have had, it ought to have had, which have had, much of it, we are to have it, shown it, than it, run it.

WORDS DENOTED BY FOURTH LENGTH.

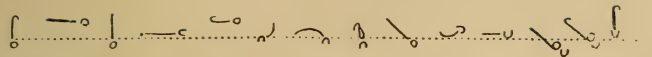
¶ 114. *There, their, other, they are, whether.*



Will there, may there, be there, at their, can there, shall there, where there is, if they are, are there, then they are, that there, find there is, taken there, down there.

WORD-SIGNS PREFIXED AND SUFFIXED.

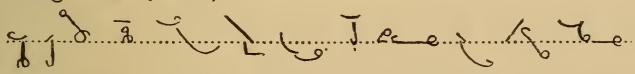
¶ 115. Any *s*-circle or half-circle word-sign may be written in place of the *ing*-dot, to represent both *-ing* and the sign-word. *Us* is denoted by the *s*-circle in like manner, also *-in* by the *in*-hook; thus,



Telling us, giving his, taking his, connecting with, calling us, showing you, making you, trusting you, paying his, knowing what, coming in, passing in, placing in, dealing in.

WORDS AND SYLLABLES IMPLIED IN PHRASING.

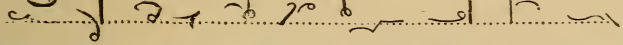
§ 116. A *con*-dot is implied by placing an outline partially under a preceding outline; thus,



One condition, should contain, his compensation, common construction, in his company, by conducting, after commencing, not containing, such a conclusion, to confine, which complies, in this connection.

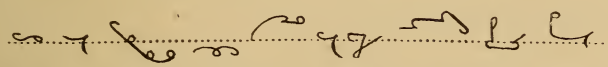
§ 117. *Of the*, and sometimes *of*, *of a* and *of an*, may be implied:

a. By writing the preceding and following outlines close together; thus,



One of the things, hours of the day, Mr. Jones of New York, importance of the situation, danger of a loss, condition of the market, news of the day, time of the meeting, name of the party.

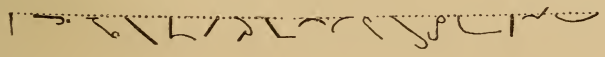
b. Sometimes by joining the preceding and following outlines thus,



One of the most, any of them, place of business, mass of men, line of goods, one of them, court of chancery, kingdom of Great Britain, state of California, city of New York.

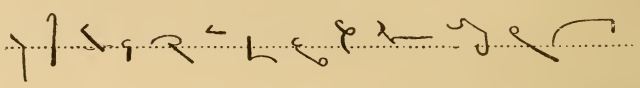
§ 118. *To*, *to the* and sometimes *to a* may be implied:

a. By writing the following stroke immediately under the line; thus,



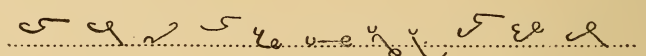
To the time, to the beginning, to a place, to about, to admit, to advantage, to arrange, to become, to make, to lay, to the people, to the point, to the extent, to the effect, to-day, to-morrow, to-night.

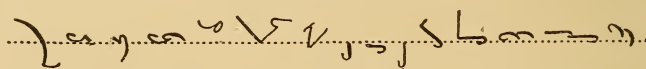
b. Sometimes by joining the preceding and following outlines; thus,



Up to the time, try to do, ought to be, were to do, meant to be, ought to go, had to make, were to place, belongs to them, was to procure, not to pretend, expect to be, like to do.

§ 119. *To, with, or, the, to have* and *and* may be implied in the following and similar phrases:

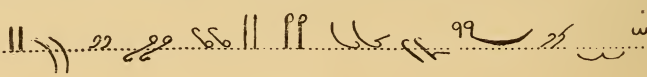




In regard to, in respect to, in reference to, in accordance with, in conjunction with, in connection with, in comparison with, in company with, with regard to, with relation to, with respect to.

Whether or not, one or two, two or three, one or more, in the first, by the record, on the contrary, to have done, to have gone, to have taken, ought to have been, time and again, more and more, again and again, over and over.

§ 120. *From, to, and, after* and *in* may be implied in the following and similar phrases in the manner illustrated; thus,



From day to day, from hour to hour, from shore to shore, from house to house, from place to place, from time to time, from side to side, finer and finer, blacker and blacker, stronger and stronger, rougher and rougher, hand in hand, year after year.

SUGGESTIONS AS TO FORMING PHRASES.

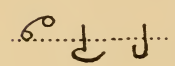
§ 121. Phrases which occur frequently in any line of work upon which the reporter is engaged or the student is practicing may be represented by specially contracted outlines. These the writer should accustom himself to readily devise, taking care that the outlines selected do not conflict with the outlines of other words.

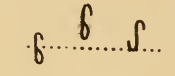
The phrases given in this chapter will serve as guides for the formation of other similar phrases.

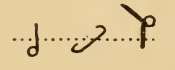
§ 122. MISCELLANEOUS PHRASES.

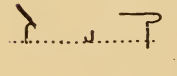
able to
all *thr*
As far as

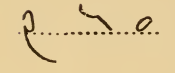
as fast as
as it
as it is


as well as
at any rate
at hand

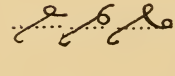

at last
at least
at length

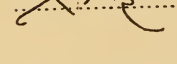

at once
aware of
been said


been told
but not
cannot tell

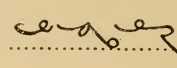

eternal life
for the purpose (of)
has it

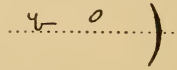
has (as) *thr*
have been
honorable member

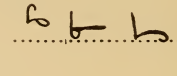

House of Commons
House of Lords
House of Reps.

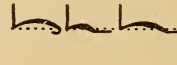

Houses of Parl't
human life
in order (to)

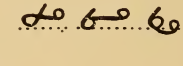
in consequence (of)
in consideration
in more than one

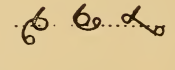

in relation to
in the first place
in the second place

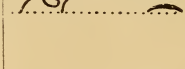

into effect
is it
is *thr*

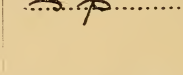

it almost
it is agreed
it may have been

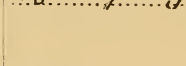

it might have been
it may become
it might become

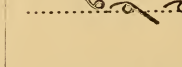

just as good as
just as great as
just as long as


just as well as
just as soon as
justice of the peace

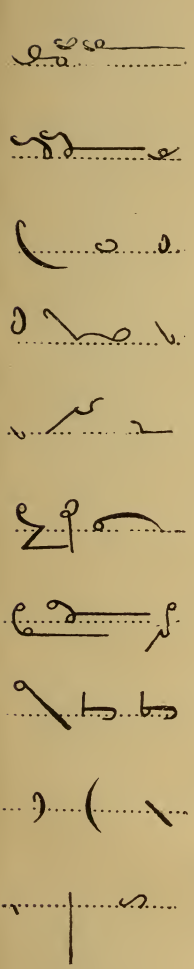

left hand (-ed)
like all others
may be

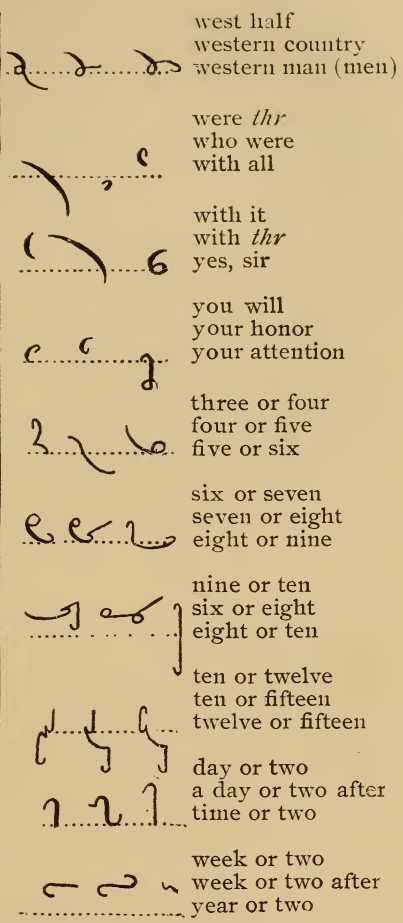

may have been
master in chancery
might have been


most countries
most generally
Mr. Chairman


Mr. President
must be
must consider

my dear sister
my dear sir
my husband


necessary conseqce
northeast
northeast quarter
northwest
northwest quarter
no, sir
of all *thr*
on the one hand
on the other hand
on either hand
prime minister
pay off
put off (forth)
right hon. lord
Roman Catholic-ism
Savior Jesus Christ
shortest time
some better
southeast quarter
southwest quarter
suit in chancery
Supreme Being
taking it for grant d
takes it for granted
they were
the other
to be
to the
to *thr*
were not


west half
western country
western man (men)
were *thr*
who were
with all
with it
with *thr*
yes, sir
you will
your honor
your attention
three or four
four or five
five or six
six or seven
seven or eight
eight or nine
nine or ten
six or eight
eight or ten
ten or twelve
ten or fifteen
twelve or fifteen
day or two
a day or two after
time or two
week or two
week or two after
year or two

CHAPTER VII.—Punctuation, Additional Vowel-Signs, and Words Distinguished.

PUNCTUATION.

§ 123. The minor punctuation-marks are best denoted in reporting by leaving a little more space than usual between words. Even the colon and period may sometimes be denoted in this way. The width of space left should be proportionate to the length of the pause to be indicated. The comma, semicolon, colon, caret and marks of reference, such as the asterisk, dagger, double-dagger, etc., are written by the signs used in common longhand. The following are the punctuation-signs peculiar to Phonography:

Period, interrogation, exclamation, dash, hyphen, parenthesis, brackets, paragraph.

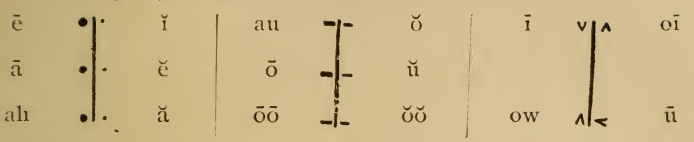
Remark. Brackets are used only to inclose a note which the reporter desires to make in his own language in a body of reporting notes. If the note consists of but two or three words, it is usually inclosed in a circle instead of by brackets.

§ 124. A word is designated as beginning with a capital letter by being underscored by two short parallel lines.

ADDITIONAL VOWEL-SIGNS.

§ 125. It is sometimes necessary to denote a vowel which cannot be implied, or which cannot be sufficiently implied, as in the case of names with which the reporter is unfamiliar. In such cases vowels may be denoted by disjoined dots and dashes in the manner shown in the following table:

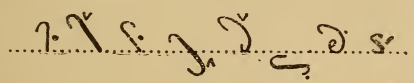
§ 124. TABLE OF VOWELS AND DIFTHONGS.



§ 126. The vowel-sign is placed beside the consonant-stroke at the beginning to denote a vowel of the *first position*, at the center to denote a vowel of the *second position*, and at the end to denote a vowel of the *third position*. The difthong sign is placed at the end for the *second position*.

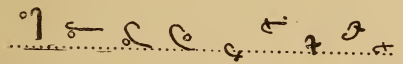
§ 127. When a vowel comes after a consonant, the vowel-sign is placed to the right of the consonant-stroke if it be slanting or perpendicular, and beneath it if horizontal. When a vowel comes before a consonant, the vowel-sign is, of course, placed on the opposit side.

§ 128. When a vowel-sign is placed after a consonant-stem, the vowel is read after an *l*- or *r*-hook, but before the *t* or *d* of the *elt*- and *art*-hooks, and before any final hook, loop, circle or tick; thus,



trade, bright, played, browned, frighten, gladden, friends, blown.

§ 129. When it is desired to denote the vowel as coming between a consonant and an *l*- or *r*-hook, the dash vowel-signs and the difthong-signs are struck through the consonant-stroke, and the dot-vowels are designated by small circles placed before the consonant-strokes for long vowels and after the consonant-strokes for short vowels; thus,

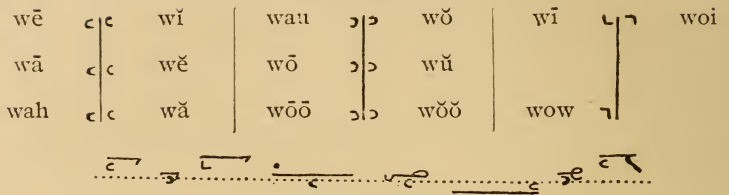


deer, kill, failed, felt, fool, accord, door, shorten, core.

§ 130. The sound of *w* may be prefixed to a vowel by a small half-circle written in place of the vowel-sign, opening to the right for dot-vowels and to the left for dash-vowels, written heavy for long vowels and light for short vowels. *W* is prefixed to the difthongs by the signs shown in the following table.

§ 131. W PREFIXED TO VOWELS AND DIFTHONGS.

DIFTHONGS.



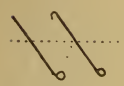
quit, quote, quite, equator, inquest, quack, quotient, quibble.

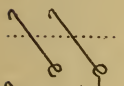
§ 132. The sound of *y* may be prefixed to a vowel by a small half-circle written in place of the vowel-sign, opening upward for dot-vowels and downward for dash-vowels, written heavy for long vowels and light for short vowels.

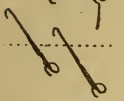
§ 133. Y PREFIXED TO VOWELS.

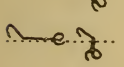
canyon, young, bilious, lawyer, Christian, onion.

§ 133. WORDS DISTINGUISHED WHICH ARE LIABLE TO CONFLICT.

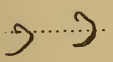

purpose
propose


proportioned
proportionate

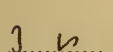

prohibition
approbation


protection
production

prosecute
persecute

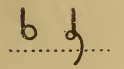

Prussia
Persia

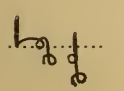
portion
apportion

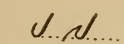

train
turn

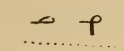
attainable
tenable

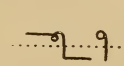
editor
daughter

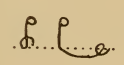

disease
decease


demonstration
administration


gentle
genteel


cost
caused

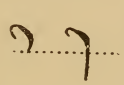

extricate
extract

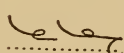

extension
extenuation

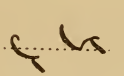
corporal
corporeal

accordance
credence

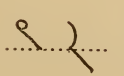
greatly
gradually


favored
favorite

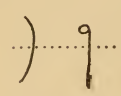

physical
fiscal

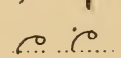

valuable
available

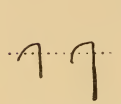
atheist
theist

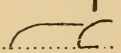

special-ly
especial-ly

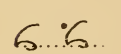
support-ed
separate-d


yesterday
Saturday


less
else*

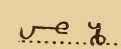

latitude
altitude

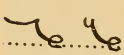

like
alike

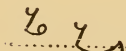

element
ailment

fact
effect

anybody
nobody


indication
induction


innovation
invasion

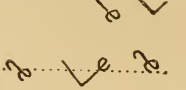

ingenious
ingenuous

steady
staid
set

melioration
amelioration

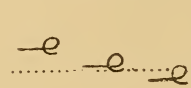
opposition
position
possession

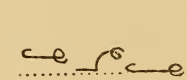
appropriation
proportion
preparation

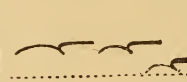

Prussian
Parisian
Persian

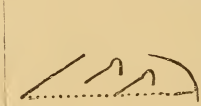
prompt
permit
promote

prominent
permanent
pre-eminent


acquisition
accession
accusation


collision
coalition
collusion


migrate
immigrate
emigrate


writer
reader
rhetor
orator

* In phrasing, write LESS upward and ELSE downward; in that case the dot need not be written.

CHAPTER VIII.—Phonographic Nomenclature.

A method of names for shorthand characters serves a useful purpose in teaching.

A phonographic character may be indicated in speech by simply pronouncing the sounds which are represented by the character; thus, *vī-lāshun*, violation; *r'lī*, rely; *spĭrt*, spirit; *skŭz*, excuse; *pŏseshun*, possession, etc. A consonant-stroke without a vowel is denoted by simply pronouncing its consonantal power without uttering a vowel sound; thus, *brā-k*, break; *k-wēn*, queen, etc.

Phonographic characters may be denoted in print in the same manner. All the consonants and vowels which are expressed by a consonant-stroke and its modifying hooks, circles, loops or ticks are grouped together, and a hyphen is inserted before the next stroke if it is joined to the first; thus, *ĕkses-ĭv-lĭ*, excessively; *kōt*, coat; or else the hook, circle, loop or tick is set off by a hyphen and put in inter-quotation marks; thus, '*in*'-*ăkshun*, inaction; '*ind*'-*kaskun*; indication; *lŏ-b-*'*ster*,' lobster; *stout-*'*steh*,' stoutest, etc.

Ticks are named after the consonants they resemble in direction and shading, when it is desired to show the direction in which they are written; thus, *bē-*'*ray-tick*,' beat; *bē-*'*j-tick*,' bead, etc.

The word-signs, prefixes and suffixes are put in inter-quotation marks; thus, '*inter*'-*ŭpshun*, interruption; *gī-*'*ded*,' guided; *sĕt-*'*ing*', setting; 'and'-'with,' etc.

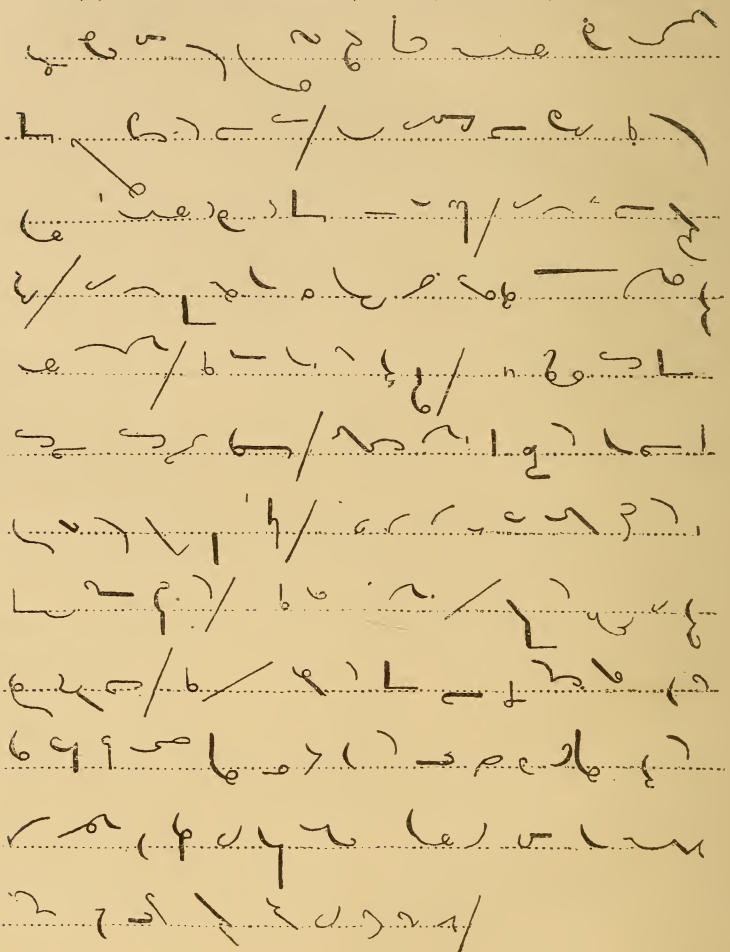
EXERCISE.

'A' grāt pahrt 'of' 'the' mĭz-rĭz 'of' 'măn'-kīnd ahr braut pŏn dhĕ bī 'the' fauls ĕs-māt dhā māk 'of' 'the' văl 'of' ĭngs 'and' bī dhĕr gĭ-'ing' 'too' ŭch fau dhĕr hwĭs-ĕlz.

KEY.

A great part of the miseries of mankind are brought upon them by the false estimate they make of the value of things. and by their giving too much for their whistles.

SPEECH OF ABRAHAM LINCOLN AT GETTYSBURG.

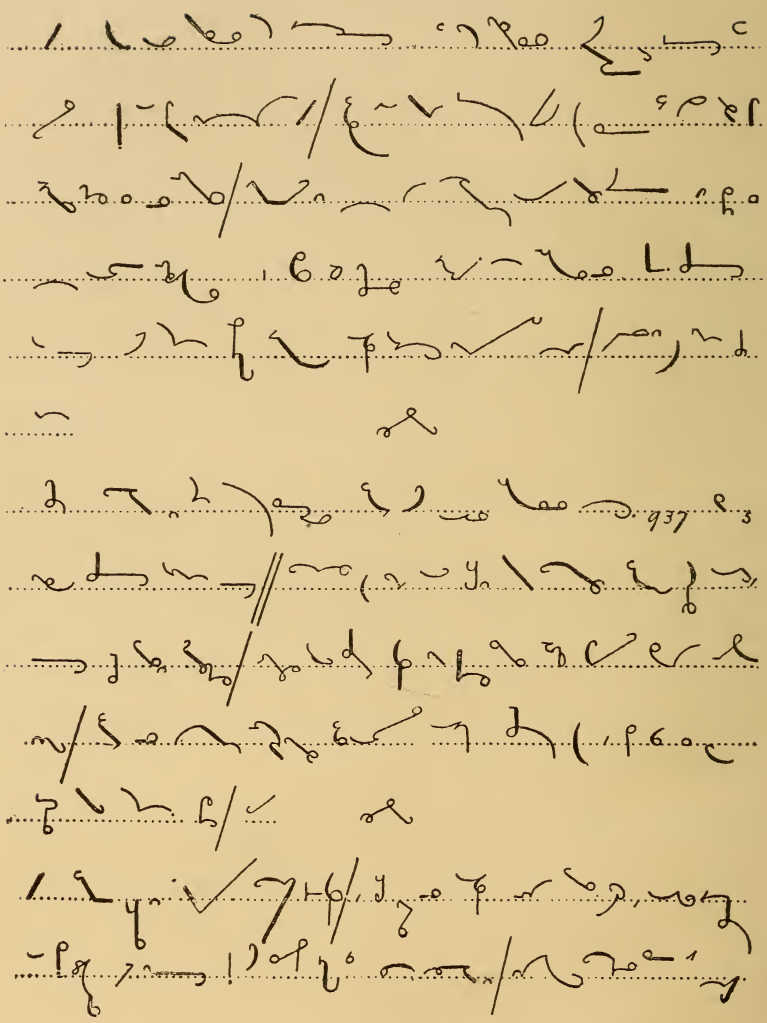


SPEECH OF ABRAHAM LINCOLN AT GETTYBURG.

(KEY.)

Fourscore and seven years ago, our fathers brought forth upon this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We are met to dedicate a portion of it as the final resting-place of those who have given their lives that that nation might live. It is altogether fitting and proper that we should do this. But in a larger sense we cannot dedicate, we cannot consecrate, we cannot hallow this ground. The brave men, living and dead, who struggled here, have consecrated it far above our power to add or detract. The world will little note nor long remember what we say here, but it can never forget what they did here. It is for us, the living, rather to be dedicated here to the unfinished work that they have thus far so nobly carried on. It is rather for us to be here dedicated to the great task remaining before us; that from these honored dead we take increased devotion to the cause for which they here gave the last full measure of devotion; that we here highly resolve that these dead shall not have died in vain; that the nation shall, under God, have a new birth of freedom, and that government of the people, by the people, for the people, shall not perish from the earth.

BUSINESS LETTERS.



BUSINESS LETTERS.

(KEY)

GENTLEMEN: Having commenced business here on my own account, with every prospect of success, I shall be glad to open an account with your house, doubting not it will be to our mutal advantage. With this view, I note below an order, which I shall thank you to execute with the least possible delay, and on your best terms as to goods and prices. I beg to refer you to my late employer, Henry Benson of Chicago, who will satisfy you as to my integrity and trustworthiness; but, as this is a first transaction, on your forwarding me an invoice of the goods, deducting discount for cash, I shall remit a sight draft on a bank in your city for the amount per return mail. Requesting your usual prompt attention, I am.

Yours, respectfully,

DEAR SIR: Agreeable to your esteemed order of the 2nd inst., we have the pleasure to enclose invoice of goods amounting to $937, subject to five per cent discount for prompt cash.

We may mention that, from the opinion entertained of you by Mr. Benson, we have no hesitation in opening the account, and at once placing you on our best terms. The parcels have been dispatched this day per Adams Express, and we trust they will arrive safely and receive your approval. We believe the goods will bear a favorable comparison with those of any house in the trade, and desire that you should satisfy yourself as to value and quantities before remitting settlement. We are,

Yours respectfully,

GENTLEMEN: We beg to introduce to you the bearer, Mr. George Tucker, of this city. He intends to purchase goods in your city, and you will please furnish to him any funds he may desire, not exceeding eight thousand dollars, and charge to our account, taking either his receipt or draft on us, as may be most agreeable to you. You will find Mr. Tucker's signature on the margin.

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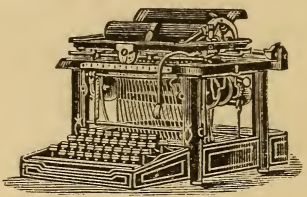

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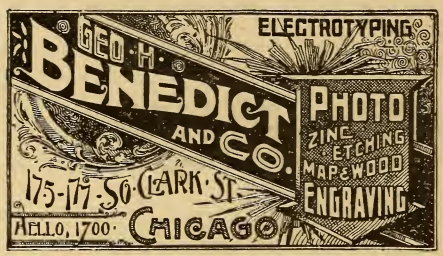

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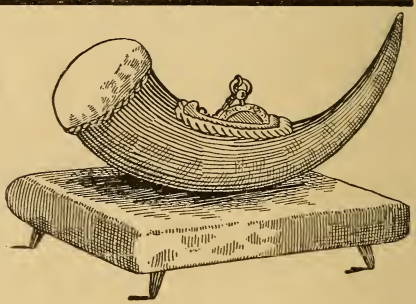

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